



***Non-public sessions in accordance with RSA 91-A: 3, II (d) to discuss
property acquisition and a meeting with legal counsel in accordance
with RSA 91-A: 2, I (b) to be held at 5:30 p.m.***

City Council Meeting

Agenda

October 14, 2014

City Council Chambers

7:00 p.m.

1. Call to Order.
2. Invocation by Pastor Jonathan Hopkins, Concordia Lutheran Church.
3. Pledge of Allegiance.
4. Roll Call.
5. Approval of the September 8, 2014 Meeting Minutes.
6. Agenda overview by the Mayor.

- Consent Agenda Items -

Referral to the Legal Department

7. Communication from Concord Little League Board of Directors notifying the City of Concord that they have decided not to renew and extend their agreement for Martin Field Complex field usage; together with communication from Concord Little League regarding improvements they will be making to the fields at Grappone Park and Memorial Field.
8. Communication from Concord National Youth Softball expressing their desire to acquire the lease to the partially developed field next to the existing softball field at Martin Park.

Referral to City Administration

9. Report from the Public Safety Advisory Board in response to a request for consideration of a disruptive property ordinance as well as in follow up to a referral from the Police Department & Code Administration in response to a communication from Kathleen Connors, 5 Cambridge Street, regarding safety concerns she has within her neighborhood as well as other areas within the City of Concord. (6-11)

Referral to the Facilities Naming Committee

10. Communication from the Varsity Club at Concord High School requesting the City of Concord consider naming the press box at Memorial Field the "Gene Connolly Press Box".

Items Tabled for November 10, 2014 Public Hearings

11. Ordinance amending the Code of Ordinances, Title IV, Zoning Code; Chapter 29.2, Public Capital Facilities Impact Fees Ordinance; Section 29.2-1-2, Assessment and Collection; Tables 1, 2 and 3; together with report from the Impact Fee Committee summarizing proposed change to the Impact Fee Ordinances.
12. Ordinance amending the Code of Ordinances, Title IV, Zoning Code; Chapter 29.2, Public Capital Facilities Impact Fees Ordinance; Article 29.2-1-3, Administration; Section (g) Incentives for Redevelopment of Blighted, Underutilized, Abandoned, or Contaminated Buildings and Tables 4 and 5.
13. Ordinance amending the Code of Ordinances, Title IV, Zoning Code; Chapter 29.2, Public Capital Facilities Impact Fees Ordinance; Section 29.2-1-2, Assessment and Collection, Subsection (e), Credits Against Payment of Impact Fees.

From the City Manager

14. Positive Citizen Comments.

Consent Reports

15. Diminimus gifts and donations report from the Interim Co-Library Directors requesting authorization to accept monetary gifts totaling \$8,097.96 as provided for under the preauthorization granted by City Council.
16. Diminimus gifts and donations report from the Human Services Director requesting authorization to accept monetary gifts totaling \$600 as provided for under the preauthorization granted by City Council.
17. Diminimus gifts and donations report from the Parks and Recreation Director requesting authorization to accept monetary gifts totaling \$400 as provided for under the preauthorization granted by City Council.
18. Report from Community Development, Code Administration, in response to a petition from residents of 121-123 Hall Street pursuant to City Ordinance, Article 11-2, Public Nuisance Buildings.
19. Report from the City Solicitor regarding the City's upcoming Cable Franchise Renewal.
20. Council Quarterly Priorities Report.

City Council Agenda

October 14, 2014

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21. Report from the Traffic Operations Committee in response to a communication from Councilor Herschlag requesting consideration be given for traffic calming methods or a three way stop at the intersection of Washington Street, Borough and River Roads. (6-9)
22. Report from the Traffic Operations Committee in response to a communication from Councilor Herschlag requesting consideration be given to filing the sidewalk gap along Borough Road between Primrose Lane and the Sandwood Crossing development near Alice Drive and for pedestrian friendly improvements along the section of Borough Road from the Washington Street, Borough and River Road intersection heading easterly to Primrose Lane. (6-9)
23. Report from the Transportation Policy Advisory Committee in response to a communication from Jason and Julie Petty asking that consideration be given to the installation of new stop intersections one at Snow and Welch Street and one at Snow and Bean Street. (7Sus1)
24. Report from the General Services Director requesting that the City Manager be authorized to apply for and accept grant funds available from the New Hampshire Department of Safety, State Homeland Security Program, relative to critical infrastructure.
25. Status report from the Deputy City Manager - Development on the change to Code Administration hours that were approved as a pilot program by City Council in October 2013.
26. Report from the Deputy City Manager – Development recommending new contract terms for the Concord Municipal Airport Fixed Base Operator and Airport Manager

Consent Resolutions

27. Resolution authorizing prepayment of 2014 taxes in accordance with RSA 80:52-a; together with report from the City Treasurer.
28. Resolution authorizing the City Manager to submit applications to the New Hampshire Highway Safety Agency as outlined in its current grant program; together with report from the Police Department.
29. Resolution in recognition of the services of Battalion Chief Kenneth Folsom.
(For presentation in November)

Consent Communications

30. Street closure request from Karen Joyal requesting consideration be given to closing Auburn Street from the entrance to the round-about at Liberty Street to the Franklin Street intersection on Halloween, Friday, October 31st.
31. Street closure request for Halloween Howl to be held on Friday, October 24, 2014.

32. Street closure request from the Penacook Village Association for a Penacook Village Ribbon Cutting ceremony to be held on Saturday, November 15, 2014.

Appointments

33. Mayor Bouley's appointment to the Planning Board.
34. Proposed appointments to the Executive Level Steering Committee for Concord's Plan to End Homelessness.

*****End of Consent Agenda*****

35. October 14, 2014 Public Hearings

- A. Resolution appropriating the sum of \$50,000 for the City of Concord's 250th Anniversary to be funded from General Unassigned Fund Balance; together with report from the Deputy City Manager – Finance. (9-10)
- B. Resolution appropriating \$1,536 to the North End Opportunity Corridor Tax Increment Finance District Fund Operating Budget for Fiscal Year 2014, retroactive to June 30, 2014; together with report from the Deputy City Manager – Finance. (9-11)
- C. Resolution accepting and appropriating the sum of \$108,000 from DG Strategic II, LLC for the construction of sanitary sewer system improvements along Fisherville Road in conjunction with the Sanitary Sewer Rehabilitation and Construction Project, CIP #91; together with report from the City Engineer. (9-12)
- D. Resolution accepting and appropriating the sum of \$111,690 in grant funds from the Federal Emergency Management Agency for the purpose of purchasing new protective breathing equipment for the Fire Department for CIP 573; together with report from the Fire Chief. (9-13)
- E. Resolution accepting and appropriating the sum of \$3,000 in unmatched grant funds from the New Hampshire Department of Safety; together with a report from the Fire Chief. (9-14)

October 14, 2014 Public Hearing Action

36. Resolution appropriating the sum of \$50,000 for the City of Concord's 250th Anniversary to be funded from General Unassigned Fund Balance; together with report from the Deputy City Manager – Finance. (9-10)
37. Resolution appropriating \$1,536 to the North End Opportunity Corridor Tax Increment Finance District Fund Operating Budget for Fiscal Year 2014, retroactive to June 30, 2014; together with report from the Deputy City Manager – Finance. (9-11)

38. Resolution accepting and appropriating the sum of \$108,000 from DG Strategic II, LLC for the construction of sanitary sewer system improvements along Fisherville Road in conjunction with the Sanitary Sewer Rehabilitation and Construction Project, CIP #91; together with report from the City Engineer. (9-12)
39. Resolution accepting and appropriating the sum of \$111,690 in grant funds from the Federal Emergency Management Agency for the purpose of purchasing new protective breathing equipment for the Fire Department for CIP 573; together with report from the Fire Chief. (9-13)
40. Resolution accepting and appropriating the sum of \$3,000 in unmatched grant funds from the New Hampshire Department of Safety; together with a report from the Fire Chief. (9-14)

Appointments by the Mayor

Reports

New Business

Unfinished Business

41. Resolution amending the official map so as to establish the mapped lines of a future street for a new street from the intersection of Storrs and Theatre Streets southerly to Langdon Avenue; together with report from the Assistant City Planner. (1-16) (2-33I; 2-42) (3-39) (4-37) (5-58) (6-53) (7-40) (8-65) (9-37) (10-36) (11-40) (12-37)(1-42) (2-56) (3-45) (4-18) (5-45) (6-42) (7-38) (8-26) (9-42) *(Action on this item tabled following a February 2013 public hearing)*
42. Ordinance amending the Code of Ordinances, Title III, Building and Housing Codes; Chapter 27, Housing Maintenance and Occupancy Code; Article 27-1, Housing Maintenance and Occupancy Code, Section 27-1-5, Amendments to the International Property Maintenance Code/2009; together with report from Code Administration. (8-14)(9-26C; 9-29) (10-37) (11-41) (12-38) (1-43) (2-57) (3-46) (4-49) (5-46) (6-43) (7-39) (8-27) (9-43) *(Action on this item was tabled after a public hearing was held on September 9, 2013.)*
43. Ordinance amending the Code of Ordinances, Title IV, Zoning Code; Chapter 29.2, Public Capital Facilities Impact Fees Ordinance; Section 29.2-1-2, Assessment and Collection; together with report from Acting City Planner. (1-9) (2-45A; 2-46) (3-47) (4-50) (5-47) (6-44) (7-40) (8-28) (9-44) *(Action tabled on this item; item also referred to the Impact Fee Committee after a public hearing was held February 10, 2014)*
44. Ordinance amending the Code of Ordinances, Title IV, Zoning Code, Chapter 28, Zoning Ordinance, Article 28-6, Sign Regulations, Section 28-6-7, Signs Prohibited Under this Ordinance and Glossary; together with a report from the Zoning Administrator. (2-16) (3-35E; 3-39) (4-51)(5-48) (6-45) (7-41) (8-29) (9-45) *(March 10, 2014 public hearing opened*

and recessed at the request of the Deputy City Manager – Development until such time as the Planning Board has had to finalize their review) (Report from the Deputy City Manager – Development; together with proposed ordinance submitted in July 2014).

Comments, Requests by Mayor, City Councilors

Comments, Requests by the City Manager

Consideration of Suspense Items

Adjournment

Information

- 10 Inf 1 April 7, 2014 and September 8, 2014 Public Safety Board Meeting Minutes.
- 10 Inf 2 September 15, 2014 Library Board of Trustees Meeting Minutes.
- 10 Inf 3 June 26, 2014 Transportation Policy Advisory Committee Meeting Minutes.
- 10 Inf 4 September 16, 2014 Traffic Operations Committee Meeting Minutes.
- 10 Inf 5 Communication from the Division of Emergency Services and Communications notifying the City that they will be discontinuing the Emergency Stand-Alone (ESA) functionality for isolated phone services for the entire state.
- 10 Inf 6 District Two Executive Councilor Reports from Colin Van Ostern.
- 10 Inf 7 Communication from University of New Hampshire informing the City that Kevin Rowell has achieved the status of Roads Scholar One.
- 10 Inf 8 Communication from Property Liability Trust inquiring as to whether or not members of City Council wish to be considered as nominees to serve on their board.
- 10 Inf 9 Communication from the Contoocook River Improvement Society in follow-up to the decision made at the August Concord Conservation Commission regarding signage at the Jim Hill River Walk trail.
- 10 Inf 10 Communication from Chip Nadeau expressing his concerns regarding the reduction of travel lanes on the upcoming Loudon Road Project.



Non-public session in accordance with RSA 91-A: 3, II (d) to discuss property acquisition followed by non-public session in accordance with RSA 91-A: 2, I (a) to discuss collective bargaining strategies to be held at 5:30 p.m.

City Council Meeting
Draft Minutes
September 8, 2014
City Council Chambers
7:00 p.m.

1. The Mayor called the meeting to order at 7:00 p.m.
2. Invocation by Chaplain Duane Bailey, Concord Regional VNA Hospice.
3. Pledge of Allegiance.
4. Roll Call. Councilors Bennett, Bouchard, Mayor Bouley, Councilors Champlin, Coen, Grady Sexton, Herschlag, Keach, Matson, McClure, Nyhan, St. Hilaire, Shurtleff, Todd and Werner were present.
5. Approval of the July 30, 2014 and the August 11, 2014 Meeting Minutes.

Action: Councilor Grady Sexton moved approval of the July 30, 2014 meeting minutes. The motion was duly seconded and passed with no dissenting votes.

Councilor St. Hilaire moved approval of the August 11, 2014 meeting minutes. The motion was duly seconded and passed with no dissenting votes.

6. Concord Reads Presentation – The Last Policeman by Ben Winters.

Action: Ann Walls, Concord Public Library Foundation, and Deb Baker, Concord Public Library, provided an overview of the program and announced that the Concord Reads book is the Last Policeman which is set in Concord and is a pre-apocalyptic police procedural. They explained that there will be a variety of fun events surrounding the book.

7. Agenda overview by the Mayor.

- Consent Agenda Items -

***Note: items listed as pulled from the consent agenda will
be discussed at the end of the meeting.***

Action: Councilor Nyhan moved approval of the consent agenda with items 8 and 24 being removed for discussion at the end of the agenda and to recognize a suspension of the rules for item 9. The motion, as amended, was duly seconded and passed with no dissenting votes. Mayor Bouley, Councilor Todd and Councilor Shurtleff did not vote on item 10, taking up Rule Six.

Referral to Community Development

8. Request from Councilor Herschlag asking that staff develop a process individuals and/or businesses could follow should they believe that damage from construction has occurred to their property. *(Pulled from consent by Mayor Bouley)*

Action: Item removed from the consent agenda for discussion.

Item for a September 8, 2014 Public Hearing

(Subject to Council waiver of Section 4 of the City Council Rules)

9. Resolution accepting and appropriating \$1,036,100 from the Siena/Bodwell Joint Venture Group for the purchase of State of New Hampshire and City of Concord surplus property and for any associated real estate transaction costs; together with report from the Deputy City Manager – Development.

Items Tabled for October 14, 2014 Public Hearings

10. Resolution appropriating the sum of \$50,000 for the City of Concord's 250th Anniversary to be funded from General Unassigned Fund Balance; together with report from the Deputy City Manager – Finance.
11. Resolution appropriating \$1,536 to the North End Opportunity Corridor Tax Increment Finance District Fund Operating Budget for Fiscal Year 2014, retroactive to June 30, 2014; together with report from the Deputy City Manager – Finance.
12. Resolution accepting and appropriating the sum of \$108,000 from DG Strategic II, LLC for the construction of sanitary sewer system improvements along Fisherville Road in conjunction with the Sanitary Sewer Rehabilitation and Construction Project, CIP #91; together with report from the City Engineer.
13. Resolution accepting and appropriating the sum of \$111,690 in grant funds from the Federal Emergency Management Agency for the purpose of purchasing new protective breathing equipment for the Fire Department for CIP 573; together with report from the Fire Chief.

14. Resolution accepting and appropriating the sum of \$3,000 in unmatched grant funds from the New Hampshire Department of Safety; together with a report from the Fire Chief.

From the City Manager

15. Positive Citizen Comments.

Consent Reports

16. Diminimus gifts and donations report from the Library Director requesting authorization to accept monetary gifts totaling \$1,835.70 as provided for under the preauthorization granted by City Council.
17. Diminimus gifts and donations report from the Parks & Recreation Director requesting authorization to accept monetary gifts totaling \$2,723.30 as provided for under the preauthorization granted by City Council.
18. Diminimus gifts and donations report from the Police Department requesting authorization to accept monetary gifts totaling \$6,114.00 as provided for under the preauthorization granted by City Council.
19. Diminimus gifts and donations report from the Police Department requesting authorization to accept monetary gifts totaling \$4,492.80 as provided for under the preauthorization granted by City Council.
20. De-authorization report from the Parks and Recreation Director.
21. Preliminary Financial Statement Report for fiscal year ending June 30, 2014 from the Deputy City Manager – Finance.
22. Compliance with RSA 674:21 V (1) Impact Fee Report from the Deputy City Manager – Finance.
23. Report from the Parks & Recreation Director recommending 2015 Membership Rates for the Beaver Meadow Golf Course.
24. Report from the City Engineer regarding the status of the Sewall's Falls Bridge Project, CIP
(Pulled from consent by Councilor Coen)

Action: Item removed from the consent agenda for discussion.
25. Report from General Services recommending the City Manager be authorized to apply for and accept grant funds from the NH Department of Environmental Services relative to Local Source Water Protection.
26. Annual Leased Parking Spaces Report from the Director of Redevelopment, Downtown Services, and Special Projects.

27. Status report concerning environmental cleanup of the former Allied Leather & Amazon Realty sites from the Director of Redevelopment, Downtown Services & Special Projects.
28. Report from the City Engineer recommending that the City Manager be authorized to enter into a license agreement with Concord General Mutual Insurance Company to maintain a landscaped garden within the public right-of-way of North State Street at the intersection of Bouton Street.

Consent Resolutions

29. Resolution authorizing the City Manager to submit an application for Transportation Alternative Program (TAP) funding from the New Hampshire Department of Transportation for the purpose of designing and constructing a portion of the Merrimack River Greenway Trail, CIP #543; together with report from the City Engineer.
30. Resolution authorizing the City Manager to submit an application to the National Network of Libraries of Medicine New England Region 2014-2015 Focused Outreach Award Program; together with report from the Interim-Co Library Directors.

Consent Communications

31. Street closure request from Concord High School for their homecoming parade as well as an ALS Walk, to be held on Saturday, September 27, 2014. *(Withdrawal request received)*
32. Street closure request from the Concord Family YMCA for a block party/barbecue to be held on Friday September 26, 2014.
33. Street closure request from Girls on the Run of New Hampshire for a 5K road race to be held at Memorial Field on Sunday, November 16, 2014.
34. Street closure request for a block party to be held on Saturday, September 27, 2014, Tahanto Street from School Street to Warren Street.

Appointments

35. Mayor Bouley's proposed reappointments to the Community Development Advisory Committee (CDAC). *Jeff Bart and Janet Sprague*
36. Mayor Bouley's proposed appointment to the Everett Arena Advisory Committee.
Don Crandlemire

*****End of Consent Agenda*****

37. September 8, 2014 Public Hearing

- A. Resolution accepting and appropriating the sum of \$4,714 from the New Hampshire Department of Transportation (NHDOT) for a portion of the construction of the municipal water main relocation across the Exit 12 Bridge over I-93; together with a report from the Associate Engineer. (8-10)

Action: City Manager Tom Aspell provided a brief overview.

Mayor Bouley opened the public hearing. There being no public testimony, the Mayor closed the hearing.

- B. *(Subject to Council waiver of Section 4 of the City Council Rules)*
Resolution accepting and appropriating \$1,036,100 from the Siena/Bodwell Joint Venture Group for the purchase of State of New Hampshire and City of Concord surplus property and for any associated real estate transaction costs; together with report from the Deputy City Manager – Development.

Action: City Manager Tom Aspell provided a review of the staff report. He asked that Council approve this proposed resolution to proceed with the project.

Mayor Bouley opened the public hearing.

Public Testimony

Ray D'Amante asked for Council's support of the proposal.

Referencing the boot leg of the roadway, Councilor St. Hilaire questioned whether this is going to connect also with Old Loudon Road all the way through. Mr. D'Amante responded yes.

Councilor Champlin asked if Mr. D'Amante's interest is constructing that leg of "new" Old Loudon Road that connects with D'Amante Drive and inquired as to the cost. Mr. D'Amante responded that they are waiting for an engineering estimate but indicated that its multi six figures for the acquisition of the land, the construction of the road and the signals.

There being no further public testimony, the Mayor closed the hearing.

September 8, 2014 Public Hearing Action

38. Resolution accepting and appropriating the sum of \$4,714 from the New Hampshire Department of Transportation (NHDOT) for a portion of the construction of the municipal water main relocation across the Exit 12 Bridge over I-93; together with a report from the Associate Engineer. (8-10)

Action: Councilor Bouchard moved approval. The motion was duly seconded and passed with no dissenting votes.

39. *(Subject to Council waiver of Section 4 of the City Council Rules)*

Resolution accepting and appropriating \$1,036,100 from the Siena/Bodwell Joint Venture Group for the purchase of State of New Hampshire and City of Concord surplus property and for any associated real estate transaction costs; together with report from the Deputy City Manager – Development.

Action: Councilor Nyhan moved approval. The motion was duly seconded and passed with no dissenting votes, receiving the necessary 2/3^{rds} vote.

Reports

40. Report from the City Engineer on the status of the Downtown Complete Streets Improvement Project, CIP 460.

Action: City Engineer Ed Roberge highlighted his staff report to Council.

City Manager Tom Aspell added that staff will come back in the fall with the lighting plan and the signage plan. He stated that they feel that the change in the construction schedule is vitally important because they feel it will help the downtown merchants. He asked the Council for their approval on this so that they may move forward.

Councilor Champlin inquired whether the added parking spaces would be parallel or diagonal. Mr. Roberge responded that they would be angled spaces.

Councilor Nyhan thanked staff for their efforts and noted his appreciation for the added parking spaces. He hopes that with the replacement of the bus shelter with a bench that they are going to put this in a safe place in case it can be reused elsewhere within the city.

Councilor Herschlag asked if Council will be able to see a design plan for the revised plans for the proposed parking in front of the Vegas Block. Mr. Roberge indicated that staff could bring that forth to Council.

Councilor Nyhan moved acceptance of the report. The motion was duly seconded and passed with no dissenting votes.

New Business

41. Communication from New Hampshire Municipal Association regarding their upcoming 2015-2016 Legislative Policy Conference to be held on September 26, 2014.

Action: Mayor Bouley indicated that, typically, Council finds out if anyone is going to the conference and, if so, would they attend representing the city.

Councilor Bennett indicated that he would be representing the city at this conference.

Unfinished Business

42. Resolution amending the official map so as to establish the mapped lines of a future street for a new street from the intersection of Storrs and Theatre Streets southerly to Langdon Avenue; together with report from the Assistant City Planner. (1-16) (2-33I; 2-42) (3-39) (4-37) (5-58) (6-53) (7-40) (8-65) (9-37) (10-36) (11-40) (12-37)(1-42) (2-56) (3-45) (4-18) (5-45) (6-42) (7-38) (8-26) *(Action on this item tabled following a February 2013 public hearing)*

Action: This item remains on the table.

43. Ordinance amending the Code of Ordinances, Title III, Building and Housing Codes; Chapter 27, Housing Maintenance and Occupancy Code; Article 27-1, Housing Maintenance and Occupancy Code, Section 27-1-5, Amendments to the International Property Maintenance Code/2009; together with report from Code Administration. (8-14)(9-26C; 9-29) (10-37) (11-41) (12-38) (1-43) (2-57) (3-46) (4-49) (5-46) (6-43) (7-39) (8-27) *(Action on this item was tabled after a public hearing was held on September 9, 2013.)*

Action: This item remains on the table.

44. Ordinance amending the Code of Ordinances, Title IV, Zoning Code; Chapter 29.2, Public Capital Facilities Impact Fees Ordinance; Section 29.2-1-2, Assessment and Collection; together with report from Acting City Planner. (1-9) (2-45A; 2-46) (3-47) (4-50) (5-47) (6-44) (7-40) (8-28) *(Action tabled on this item; item also referred to the Impact Fee Committee after a public hearing was held February 10, 2014)*

Action: This item remains on the table.

45. Ordinance amending the Code of Ordinances, Title IV, Zoning Code, Chapter 28, Zoning Ordinance, Article 28-6, Sign Regulations, Section 28-6-7, Signs Prohibited Under this Ordinance and Glossary; together with a report from the Zoning Administrator. (2-16) (3-35E; 3-39) (4-51)(5-48) (6-45) (7-41) (8-29) *(March 10, 2014 public hearing opened and recessed at the request of the Deputy City Manager – Development until such time as the Planning Board has had to finalize their review) (Report from the Deputy City Manager – Development; together with proposed ordinance submitted in July 2014).*

Action: This item remains on the table.

Comments, Requests by Mayor, City Councilors

Councilor Champlin noted that the Multicultural Festival is being held at the State House on Saturday, September 13th from 1:30 p.m. to 6:00 p.m.

Councilor Champlin pointed out that Discover Concord is being held on Friday, September 19th from 5:00 p.m. to 8:00 p.m. and that downtown Concord will be open until 8:00 p.m.

Councilor Champlin complimented the Fire Department for their assistance in getting people out of one of the elevators at Lincoln Financial during power outage earlier this evening.

Councilor Herschlag indicated that there will be a Ward Two neighborhood meeting on Friday, September 12th at the Newell Post Restaurant from 6:00 p.m. to 7:30 p.m.

Councilor Todd noted that Concord TV and Concord 250 collaborated during the bicycle photo re-creation event. He indicated that Concord TV produced a film documenting the event and will be manufacturing dvd's that will be for sale for \$15.00. He stated that some of the dollars will be going to Concord 250.

Mayor Bouley reminded everyone that tomorrow is Primary Election Day. He noted that if anyone had questions as to where to vote they could go to the city's website or contact the City Clerk's Office.

Comments, Requests by the City Manager

City Manager Tom Aspell informed Council that they will be doing staging for the Main Street project in the downtown area to keep it as efficient as possible to save money. He indicated that one of the staging areas will be the parking lot by the State House parking area.

Consideration of items pulled from the consent agenda for discussion

- Items 8 and 24 have been pulled from the consent agenda for discussion.
- 8. Request from Councilor Herschlag asking that staff develop a process individuals and/or businesses could follow should they believe that damage from construction has occurred to their property. *(Pulled from consent by Mayor Bouley)*

Action: Mayor Bouley noted that he has concerns with the way this communication was written and doesn't feel that this Council wants to go on record with the assumptions he feels this correspondence makes. Referencing the first paragraph, he pointed out a reference to an incident that happened to a business in Penacook and the assumption reads that, in essence, the city was responsible in some way. He feels that this is really second hand information stating that the Penacook Pharmacy had reported the flooding to General Services dispatch. General Services and the contractor responded to the site and the contractor made the effort to the pump the basement as best as possible. He indicated that the owner was advised to contact both their insurance company as well as the contractor's insurance company to process a potential claim. He pointed out that there is a formal review process underway at this time using both of the insurance adjusters. The project team monitors the process and the claims to make sure there is an expedited decision and payment if necessary. He

explained that when the city does projects, both the city and the contractor has insurance but the way the correspondence is written it appears that there is an assumption that the city is the only one responsible.

The Mayor stated that he is uncomfortable adopting this because he feels this would be saying that they agree that the city is somehow responsible. The second piece that the Mayor is troubled by is that there appears to be an assumption that there is really no process for individuals who have problems with the city whenever they see damage from construction or to their particular property. He explained that the city's website has an icon that can be clicked called "report a concern" with a list of items that can be selected to make a complaint; they are quickly addressed and statistics are kept on the responses given. Lastly, he feels that the other premise with this correspondence is that there isn't already a way for people to address concerns that they have but noted that there are currently processes in place for these. He referenced the first sentence of the last paragraph "a document of this type is essential as we move forward with the construction of Main Street" and stated that he doesn't think Main Street has anything to do with this particular item and that Main Street has its own set of standards.

Mayor Bouley indicated that he feels that all that's needed is: to address problems, fix problems, and make sure that they are as responsive as quickly as they can be. He doesn't feel that any policy is going to achieve this other than simply having a good attitude to get things done.

Councilor Nyhan doesn't support creating a new policy because he feels that it already exists. He pointed out that the State Insurance Department also offers assistance to consumers who have problems with insurance claims.

Councilor Herschlag indicated that he respectfully disagrees with the Mayor's assessment stating that he did not assign blame or responsibility for this accident. He indicated that all he states is that during a rainstorm flooding had occurred. He explained that a message was left for staff before 6:00 p.m. and no return call was made until the following morning. He indicated that the contractor pumped out the basement at the urging of the property owner. He noted that there was no conversation between the city and the building owners as to what process should be followed, who should be contacted, how to file claims, and who would be responsible for what. He stated that all he is asking is that a document be created that would make it very clear as to the process that would be followed should someone believes a construction related accident occurred to their property.

Councilor Herschlag moved to refer this communication to Community Development. There was no second to the motion.

Councilor Nyhan moved to deny the request of the referral. The motion was duly seconded.

Following additional Council discussion, Councilor Nyhan's motion passed with one dissenting vote by Councilor Herschlag.

24. Report from the City Engineer regarding the status of the Sewall's Falls Bridge Project, CIP
(Pulled from consent by Councilor Coen)

Action: Councilor Coen asked for an update on the safety factor of the Sewall's Falls Bridge. He asked if the bridge should be closed sooner if the bridge could be potentially unsafe by December 1st. He further questioned whether there is a mechanism in which the city could front some of the dollars and be reimbursed at a later date for the construction and design phase.

City Engineer Ed Roberge stated that all of the projects that are funded through DOT are competing over the same dollars; this project is unique because it had some earmarked federal dollars that were set aside a number of years ago and are still available. He indicated that this is why they were able to advance the design, which is under way, to get it to a bid phase. He hopes that the rest of the funds become available in the next federal fiscal year based on some encouraging news from Washington.

In regards to the safety concerns, Mr. Roberge indicated that the reduction to three ton posting has extended its life and they have been able to somewhat predict what they believe are going to be the levels of disrepair. He noted that if they have another winter that they had last year which caused deterioration, he fears that they will see this again this year to the point of being significant. He indicated that they are at a point in which they are throwing good money at bad. He pointed out that he has made the recommendation to close the bridge prior to the winter conditions so they don't have to experience that. Mr. Roberge noted that they may have to make an earlier decision to close it if winter comes early this year. He explained that the concrete surface of the bridge deck has a lot of cracks in it with a lot of deterioration so that when a level of moisture gets to it, it really starts to affect the composite nature of steel and concrete together.

Councilor Coen asked why the demolition of the current bridge couldn't be done today or tomorrow; why are they waiting for the demolition. Mr. Roberge responded that this could be done earlier than later stating that there are some significant provisions because there are utilities on the bridges so, with the planning horizon and when they can get into the bridge,

they have to make sure they can get their permitting window. This means in water work – they can only get in that river during a certain time in order to demo the bridge.

Councilor Shurtleff asked whether it was fair to say that the delay in the replacing of the Sewall's Falls Bridge is not a result of any action or inaction by this Council. Mr. Roberge responded that to be true.

Councilor St. Hilaire indicated that he had a constituent ask him if the bridge would remain open to bicycle traffic after December 1st. Mr. Roberge replied that it could but asked them to keep in mind that the city would not be plowing the bridge so there will be snow cover on it.

Councilor Nyhan moved to accept the report. The motion was duly seconded and passed with no dissenting votes.

Consideration of Suspense Items

Councilor Nyhan moved to consider the suspense item not previously advertised. The motion was duly seconded and passed with no dissenting votes.

9 Sus1 Street closure request for a neighborhood block party to be held on Humphrey Street on Saturday, September 13, 2014.

Action: Councilor Nyhan moved approval of the street closure request. The motion was duly seconded and passed with no dissenting votes.

Adjournment

The time being 8:12 p.m., Councilor Nyhan moved to adjourn the meeting. The motion was duly seconded and passed with no dissenting votes.

A true copy; I attest:

*Michelle Mulholland
Deputy City Clerk*





Concord Little League 75 South Main Street, Unit 7 PMB 257 Concord NH 03301

To: David Gill

From: Concord Little League

Subject: Martin Field

Date: July 28, 2014

After serious deliberation the Concord Little League Board of Directors has decided to not renew and extend our agreement with the City of Concord for the completion of a little league baseball field at the Martin Field Complex. With the recent merger of Concord National Little League and Concord American Little League we feel that our fields including Grappone, Memorial, Beaver Meadow and Rundlett will satisfy our current and future needs. Our future efforts to raise funds would strictly be to upgrade the facilities at Grappone and Memorial Fields. We regret having to make this decision considering that Concord National Little League has already spent a considerable amount of money at Martin Field preparing the grounds for a potential little league field. Concord Little League has currently assumed the loan for the work done at Martin Field with Merrimack County Savings Bank (MCSB). No part of Martin Field was collateralized for the loan with MCSB.

There were preliminary conversations with Concord National Softball after our merger his spring to co-develop the field before we came to our current decision. Concord National Softball may still be interested in the field. Concord Little League now relinquishes right to build and complete a little league field at Martin Park any future development would be decided by the City of Concord, and City of Concord Parks and Recreation Department .

Sincerely

Bob Pothier

President -- Concord Little League



2

27

16



34





September 25, 2014

David Gill, Director
Concord Parks & Recreation
14 Canterbury Road
Concord, NH 03301

Dear David:

Several weeks ago Concord Little League made you aware of our plans to move forward with the Martin Field Complex. Concord National Little League had a longstanding agreement with the City of Concord to build a second field for baseball at Martin Field. Over the terms of this agreement, Concord National Little League invested money and completed several phases of this project. The current site is usable space; however, the site needs additional investments to achieve completion. This past season, Concord National and Concord American Little Leagues merged to become Concord Little League. This one league has field leases with the City of Concord at Grappone Park and Memorial Field as well as agreements to use Beaver Meadow and Rundlett Fields for developmental leagues. The amount of "majors" fields (Memorial & Grappone) the league currently uses is adequate and eliminates the need for a third "majors" field at Martin Field, deeming it unnecessary.

From the league merge, Concord Little League has assumed all debt from Concord National Little League including the Martin Field loan and will continue to pay this line off. This merger also made the Concord Little League's board of directors recognize that both Grappone Park and Memorial Field needed significant investment and upkeep.

As stated, our focus is now maintaining and upgrading the current "majors" fields at Grappone Park and Memorial Field. The focus of attention at Grappone Park will be for normal maintenance to the existing fences and painting and the work at Memorial Field will be much more significant. The work at Memorial Field would upgrade the facility, making the field multi-useable for more ages of kids rather than just typical 9-12 year-olds. Attached is the scope of the project. We believe these improvements are overdue and will give the Little League field at Memorial Field twenty years of future great play for the kids of Concord.

Thank you,

The Concord Little League Board of Directors



Memorial Field Little League Field Project

1. Replace all fences around the field. Replace and move Backstop 5-7 ft. towards press box, move outfield fence at least 10 ft. further out. Outfield fence would be 6 ft. high vs. 4 ft. Outfield fence would now be 215 ft. from home plate.
2. Expand the infield diamond by 10 ft. to allow usage for both Little League (60 foot bases) and a transition field (70 foot bases). This flexibility could provide an opportunity in Concord for 13 year-olds to play in a transitional Little League before going to Babe Ruth which plays on a full diamond. The 13 year-old "prep league" transitional league stopped functioning a few years back.
3. Repair the current press box, needs are new roof, repoint block and paint. Takedown current concession stand.
4. Repair and replace current bleachers.
5. Repair current batting cages.
6. Install footings, run electrical for future lights.
7. Install a drainage system to help with wet conditions in needed section of Memorial Field.

Bonenfant, Janice

From: Gill, David
Sent: Monday, September 29, 2014 5:16 PM
To: Bonenfant, Janice
Subject: Fwd: Concord National/Martin Field

1A A

Can you add to oct agenda..go legal please

Sent from my Verizon Wireless 4G LTE smartphone

----- Original message -----

From: Jim Rosenberg
Date: 09/29/2014 3:38 PM (GMT-05:00)
To: "Gill, David" , Jim Rosenberg
Subject: Concord National/Martin Field

David,

I am the President of Concord National Youth Softball ("CNYS"), the organization responsible for administering Babe Ruth recreational softball to players South of Pleasant Street and West of the Merrimack River. While our teams play on softball fields throughout the city, CNYS currently has the "lease" for the existing softball field at Martin Park. We take great pride in Martin Field as our home both to practice and play – unless there is snow on the field, it is in active use. The playing field is in impeccable condition – a tribute to the volunteerism of the families that comprise the CNYS family. We are enormously proud of the success of softball in the South End, the vitality of the sport City wide and the product we are able to deliver to players and the families at Martin Field.

Currently, there is a partially developed field next to our softball field at Martin Park. Most recently, Concord Little League pursued plans to develop that space for a baseball field. However, we understand that Concord Little League has announced that it wishes to relinquish control of the field and forgo its plans for development of the field as a baseball field. We also understand that Concord Little League has communicated its desire to relinquish control of the undeveloped field at Martin Park to the City already.

Therefore, on behalf of CNYS, we wish to renew our desire to acquire the lease to the partially developed field next to the existing softball field at Martin Park. Likewise, CNYS wishes to work with the City to develop a new, safe and cost effective plan for the development of that field as a softball field. The acquisition of the field by CNYS and the partnership between CNYS and the City makes perfect sense. Centered at its home at Martin Park, CNYS has long supplied recreational softball opportunities to any South End child wishing to play. CNYS has equipment to maintain a field already at that location. CNYS has a tradition of volunteerism already established there. CNYS currently has a Board and other interested parents and business people engaged in the idea of developing a second softball field at Martin Park. We believe that this combination of forces will permit us to be successful developing the second field at Martin Park.

I hope that you would communicate CNYS' interest in the acquisition of that field to the City Council during its October 14th meeting so that the Counsel may refer the matter to the City's Legal Department with the hope of amending our current lease at Martin Park in order to incorporate the partially developed field next to our existing softball field at Martin Park.

As always, I am happy to speak with you about this request.

Warm regards,
Jim Rosenberg
President, CNYS

James D. Rosenberg, Esquire

SHAHEEN & GORDON, P.A.

107 Storrs Street
P.O. Box 2703
Concord, NH 03302-2703
603-225-7262
Fax: 603-225-5112

www.shaheengordon.com
jrosenberg@shaheengordon.com

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CITY OF CONCORD

12A

REPORT TO THE MAYOR AND CITY COUNCIL

FROM: Councilor Amanda Grady Sexton, Chair, Public Safety Board

DATE: September 8, 2014

SUBJECT: Report from the Public Safety Board on a Referral from the City Council on a Report from the Police Department

Recommendation

Accept this report from the Public Safety Board.

Background

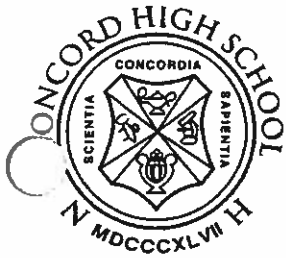
The City Council received a report from the Police Department in response to a communication from Kathleen Conners of 5 Cambridge Street, regarding safety concerns she has within her neighborhood as well as other areas of the City of Concord.

On July 30, 2014, the City Council referred this matter to the Public Safety Board.

On September 8, 2014, the Public Safety Board met and heard testimony from the following individuals on this matter: City Solicitor James Kennedy; Acting Police Chief Brad Osgood; Ms. Kathleen Conners; Mr. Jon Kelly; Ms. Chris Wellington (New Hampshire Legal Assistance); Staff Attorney Gilles Bissonnette (New Hampshire Chapter, American Civil Liberties Union); City Councilor Byron Champlin, Ward Four; Executive Director Ellen Groh, Concord Coalition to End Homelessness; Mr. John Cook; and Ms. Kim Wheeler.

The Board discussed existing ordinances and focusing on the behavior of individuals. The Board voted unanimously to recommend referring this matter back to the City Manager to identify existing ordinances and statutes and to identify any areas that may be lacking in such ordinances and statutes and their enforcement. The Board will meet again in November to review this information and to make further recommendations.





CONCORD HIGH SCHOOL

AND

CONCORD REGIONAL TECHNOLOGY CENTER

10-10

TAA

Eugene Connolly
Principal

Ronna Cadarette
Assistant Principal

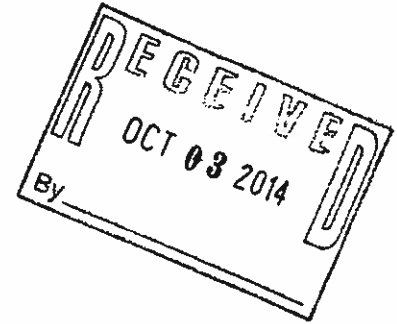
Thomas Crumrine
Assistant Principal

Benjamin Greene
Assistant Principal

Steven Rothenberg
Assistant Principal

October 1, 2014

The Honorable James Bouley
Mayor of the City of Concord
CITY HALL
41 Green Street
Concord, NH 03301



Dear Mayor Bouley:

On behalf of the students in the Varsity Club at Concord High School, we would like to make a formal request to the City of Concord to name the press box at Memorial Field the "Gene Connolly Press Box."

As you know, our principal, Mr. Connolly, has been diagnosed with ALS. This was devastating news to all of us and a sad note to start our year. Mr. Connolly loves football and has been announcing all our home football games for many years. We thought it would be a nice tribute to him to have his name on the press box.

The Varsity Club's mission is to promote school spirit. Starting the year off with the depressing news of Mr. Connolly's illness has made our mission a much more difficult one. All students feel helpless, and we wanted to do something. We are not totally aware of the process or how long it takes; but if our request is granted, we would love to be able to make the announcement at our last home football game, which is Friday, October 24th.

Attached are a few letters from Concord High School students, describing what a great principal Mr. Connolly is and how much he means to them.

We would be honored if you would give this request your special attention. Thank you for your time and consideration.

OUR MISSION:

The Concord High School community of learners will both challenge and expect its members to realize their highest potential. Our community will create a positive learning environment through mutual respect and effective communication.

Respectfully yours,

Lauren Heine

Will Scharlotte

Lauren Heine and Will Scharlotte
for The Varsity Club

LH:cmb

Enclosures (4)



To whom it may concern,

My name is Will Scharlotte and I am an upcoming senior at Concord High School in the class of 2015 in Concord, NH. I am a very involved member in our school's community, serving as the president of the Varsity club, (a club to promote school spirit), a member in both National Honor Society and Student Government, and the captain of the returning state championship football team. Being so involved in a wide variety of social aspects has allowed me to see how the principal of our school, Gene Connolly, interacts with students around the building or outside of normal school hours. Whether it is supporting a club, boosting school spirit, sitting in on a class or showing up at a sporting event, Mr. Connolly does it all.

It is no surprise that he received the award as Secondary School Principal of the Year as he has made such an impact on both my life and all of the students at Concord High School. To me, he has become a role model, a teacher, and most importantly, a friend. Each morning, whether it be 90 degrees and sunny or five below and a blizzard, he greets every student outside in front of the school. If it's a friendly hello or a heavy handshake, he starts off each student's morning with a smile. His work to improve the schools overall friendliness and morale does not stop there. Not many students in America say they eat lunch with their principal every day. The students who do usually don't enjoy it. That's not the story at Concord High. Each day, Mr. Connolly will walk table to table, asking kids about their day or sharing a story about Concord high. He can name nearly every student of the 1800 kid population, because he truly cares about his job and the kids that he works with.

Through Varsity Club, our goal is to boost school spirit, and that often involves crazy ideas to get kids excited. Again, wanting to create a better environment, Mr. Connolly did nothing but support our ideas. When we asked to build a 20 foot bonfire, he taught us how to speak to the fire department, the superintendent, and actually make it happen. When we asked to bring in a mechanical bull to winter carnival, he helped back our argument when we were questioned for insurance and safety. When we raised money by throwing pies at teachers' faces, he was the first to get in line to support the fundraiser. Although it may sound he is only a fun loving principal, he is simply trying to show kids that school isn't a terrible place to be. He wants to support our ideas and let students build their own community.

Supporting the student population doesn't just happen between 8 a.m. and 3 p.m. As an athlete, one of the most valued traits of Mr. Connolly I get to see is how much he cares about each and every person. He is at nearly every single sporting event, driving from field to field every day to show the students he is there to support them. He drives to away games, night games, whatever it may take. He announces every football game, something that has become very special to our team. When we came off the field after winning the championship game, he waited there by the fence, to give us a hug and congratulate us on a big win. Being a principal is about more than just teaching kids how to survive in school, he has taught us to be good people, to care about one another and to support each other no matter what we do.

I still have another year to spend with Gene Connolly before I head off to college, and cannot wait to see the new challenges we will face and how he will teach me life lessons that will stick with me after I graduate. He has gained the respect of each and every student and means the world to all of us. I cannot express my gratitude towards him as I move through my final year at Concord high. He has changed my life and made me into a better person, yet not nearly the person that he is. Having such a positive high school experience has been all thanks to him, and I know he will continue to work his hardest to make CHS the great place it is, one early morning greeting at a time.

Sincerely,

Will Scharlotte, Class of 2015

To whom it may concern,

My name is Hannah Orzechowski, and I am a rising sophomore at Northeastern University in Boston. I attended Concord High School in Concord, NH for 4 years and graduated in the class of 2013. Throughout my time at Concord High, I was involved in cross country, indoor track, and outdoor track, and served as a captain for each team. I was also involved in student government as a representative, Key Club as a secretary, and the National Honor Society as a member. And throughout all of my years at Concord High, Mr. Connolly remained an immovable force of kindness and compassion, and I cannot thank him enough for the positive impact he made on my time there.

Mr. Connolly is not your average principal. Sure, he fits the criteria; he is a strong leader, has excellent interpersonal skills, and is able to react calmly to even the most hectic of situations (which, as it turns out, we have a lot of). But Mr. Connolly is so much more than a list of skills on a piece of paper which declares him "fit" to be a high school principal. Mr. Connolly isn't just qualified for the job; he was born for it.

He is compassionate, attentive, welcoming, and caring. He cares about Concord High, its workers, and its students the way a mother cares about her babies; with a fierce sense of protectiveness and overwhelming love. Concord High is a community that has been graced with wonderful experiences as well as trying times, and through it all Mr. Connolly has been supportive and caring, ready to talk to whoever needed it. He absolutely loves Concord High, and it shows in everything that he does. From waiting out in front of the school every morning greeting students, to making as many appearances at school sporting events as he humanly can, Mr. Connolly makes it clear to everyone that he loves what he does. He knows the names of everyone, students and employees alike, a feat that should be impossible in a school as large as Concord High. He grants each person in the Concord High community the ability to feel safe and comfortable and to learn and grow, and everyone knows that his office door is always open if you need him.

To me, Mr. Connolly was a calm presence in an otherwise chaotic life. From grades to sports to simply growing up, there was plenty for me, and many other students like me, to stress about. But when I saw Mr. Connolly, that stress melted, at least for a little while, with talk of the weather, vacation coming up, a congratulations on my latest accomplishment (be it school or sports, he magically seemed to know it all), and a kind squeeze of my shoulder as he walked away. He always knew what to say to calm me down, and I needed that, and I adored him for that. In a school as big as Concord High, it can be so easy to become just another face in the crowd, but Mr. Connolly's warmth and kindness towards each and every person, including myself, assured that never happened.

Without Mr. Connolly, Concord High School would not be the community it is today. Though it has its flaws, the community is welcoming, caring, and protected, and is as loved by its students as any high school could be. Mr. Connolly has put his heart and soul into the school and everyone in it, and I think I speak for all of us when I say that we all love him as dearly as he loves us. Mr. Connolly, I thank you.

Sincerely,

Hannah Orzechowski, Class of 2013

Brandon Pratt
5 Trinity Street
Concord NH, 03301

Mr. Gene Connolly
170 Warren Street
Concord NH, 03301

Mr. Connolly,

In November of my sophomore year I thought that I had the world figured out. Life seemed to be so easy to work through as long as I was willing to put a little time and dedication into it. At the time I was Vice-President of the Interact Club at CHS and was working on my first club project, to put together a movie night to benefit Toys-For-Tots. The night before the event was set to take place, Madame Blais called me to let me know that our event had been postponed due to a scheduling conflict with the staff Christmas party. Madame assured me that there was nothing that could be done and that we would just have to work through the setback. I felt that I, along with Interact members, had worked too hard to give up that quickly so instead I made my way back to Concord High and was lucky enough to find you in the halls. This was my first interaction with you that I remember from my time at Concord High. Though I was visibly distraught, you treated me as though I was an adult and told me that you would be willing to miss the staff Christmas Party if it meant that we would be able to have our movie night. It was in moments such as this that you helped me to see that sometimes life throws us curveballs and challenges us, but as long as we keep working and stay driven we'll get where we need to be. Throughout high school you showed me the same dignity and respect that you showed me on that day; you have always treated me as an equal of sorts and have always made sure that my opinions and thoughts are heard.

The time that I spent at Concord High was the greatest time of my life thus far. Each day as I walked into school, I felt a strong sense of camaraderie and was proud to be a part of a community where hard work and dedication were valued, but where friendship and laughter were still strongly encouraged. That sense of community that I felt was supported by many individuals, though you played an incredibly large role in ensuring that a sense of community was always fostered at Concord High. You helped to teach me, though you may not have known you were doing so, that the little things we do in life are just as important as the big things. I know that when I saw you at every school event supporting your students, regardless of what the cause may have been or how many people were in attendance, I felt a sense of respect and support that helped me to feel as though what I was doing had a purpose. Or as you greeted us to school each morning, regardless of what the weather was like or how early it may have been; the little things added up to make school seem more like a home away from home. Countless people have told me and my friends just how lucky we were to have you as a principal, and they were right. You went out of your way to make sure that you knew our names, knew what we were involved in and that we felt comfortable talking to you. To me and many others, you

have become more than just a principal. You are a mentor and a friend; a person that I hope to emulate and become like in my life.

The successes that I was able to achieve at CHS could not have happened without your guidance, I truly believe that. You have opened numerous doors to me and my peers that have helped us to become strong, independent, and confident leaders within our community. My high school experience surpassed anything that I could have imagined because you allowed us, as the student body, the opportunity to become involved and to shape the culture of Concord High. I gained a sense of belonging at Concord High when you allowed me to join the Advisory Committee and sit-in on the Vice-Principal hiring committee; your guidance helped me and many others feel like we were more than just another student in a large crowd. No matter what was happening at CHS you always pushed for student involvement and that meant a lot to me, it showed how you cared, how you trusted us, and how you wanted to see us thrive.

I started this letter by telling you that in my sophomore year, as I had really just begun my time at Concord High, I thought I had life figured out. Thanks to you and the community that you've played such a great role in creating I've learned many lessons in just a few short years. Most importantly though, you've helped me to realize that life isn't something that one is able to "figure out." Life is something we have to take one step at a time; cherishing every friend we meet, every mentor we learn from, and every moment that creates a memory. I have looked up to many people, hoping to learn from them and grow as a person. One of my role models, Winston Churchill, said "We make a living by what we get, but we make a life by what we give." I'm incredibly grateful to have you as one of my role models and mentors and find myself in constant awe of all that you have to give.

Sincerely,

Brandon Pratt, Class of 2014

To whomever it may concern,

Hi my name is Ian Scura and I am a rising senior at Concord High School. At CHS I am the vice president of the National Honor Society, I was a part of the German American Partnership Program, I helped tutor ELL students with the program 21c at CHS, I am going to be the floor director of CHS' daily video announcements, and I am and was a member of the varsity soccer, basketball, and lacrosse teams. With this in mind, I am actively involved with many aspects of Concord High, and I constantly see our principal Mr. Connolly. Whether I am working a camera for the announcements, or playing defense on the soccer field, Mr. Connolly is there. He makes sure that he supports all the students at Concord High School in whatever activity they may be doing. He is a wonderful principal who doesn't just make sure people learn, but also does his best to make CHS a place where people have fun as well.

In the year 2011 I was an incoming freshman at CHS. Throughout that year I learned to like Concord High, but I felt like I wanted to be a part of a club of some sort, so that I could have some more fun. Soon after, Mr. Connolly personally called me down to his office to discuss possibly joining the CHS announcements. Mr. Connolly had heard about my interest in it, and took me down to where the video announcements were made and introduced me to a senior who worked there. From there I learned how to use the camera equipment, and by the beginning of sophomore year, I was already a part of the announcements. This experience taught me that Mr. Connolly has a true interest in the happiness of his students, and does his best to get everyone involved, and make the students happy, no matter which student it might be.

Mr. Connolly also shows his support for his students and school by attending just about every school event. Whether it is any of the many sporting events in which a CHS team is involved, or pep rallies or even just sitting in for parts of classes, Mr. Connolly is there. This impressed me because Mr. Connolly takes not only time out of his day to work, but also to go to all these events when he isn't required to. And it isn't just football games, or basketball games, it is also the swim meets, cross country races, field hockey games, soccer games, Nordic meets, and so on. Mr. Connolly also stands outside the front of the school every morning and afternoon to greet students as they arrive and to say goodbye to them at the end of the day. Rain or shine, cold or hot, I can always count on him to be there. These little things may seem silly or unimportant to some, but once you add all of these little things together, you realize just how great of a principal Mr. Connolly truly is.

Another experience that showed me Mr. Connolly's incredible work as a principal is that he is willing to help people with their school projects on only a quick notice. For my German class we were making music videos in German, and one group simply went up to Mr. Connolly's office, and asked if he would dance in the video. Mr. Connolly was happy to help with a smile on his face. For my English 11 class, I was having a debate on school policies throughout New Hampshire. I was able to schedule an appointment on a day's notice and talk to Mr., Connolly for over 45 minutes about his opinions on the debate. I have grown to love my principal Mr. Connolly, and it always brightens my day

to see him at school and at my sports games. I can't wait for another year at Concord High School with fun classes, great teachers, and a wonderful principal. I am thankful for everything he has done, and everything I know he will continue to do. I am excited for a wonderful senior year, where I hope to learn a lot, and be challenged in different ways. And best of all I get to face all these new challenges knowing that my principal is always right there with me, and has my back.

Sincerely,

Ian Scura, Class of 2015

CITY OF CONCORD

In the year of our Lord two thousand and fourteen

AN ORDINANCE amending the CODE OF ORDINANCES, Title IV, Zoning Code; Chapter 29.2, Public Capital Facilities Impact Fees Ordinance; Section 29.2-1-2, Assessment and Collection, Tables 1, 2 and 3

The City of Concord ordains as follows:

SECTION I: Amend the CODE OF ORDINANCES, Title IV, Zoning Code; Chapter 29.2, Public Capital Facilities Impact Fees Ordinance; Section 29.2-1-2, Assessment and Collection; subsection (b) Computation of the Amount of Impact Fee, by deleting Tables 1, 2, and 3 in their entirety and replacing them with the following new tables:

**TABLE 1
SCHOOL FACILITIES
IMPACT FEE PER VARIABLE UNIT**

<i>Type of New Development</i>	<i>Concord School District Facilities Impact Fee Per Variable Unit</i>	<i>Merrimack Valley School District Facilities Impact Fee Per Variable Unit</i>	<i>Variable Unit</i>
Single-family residence	\$ 2,355.36	\$ 0	Dwelling unit
Town house/duplex	\$ 1,063.50	\$ 0	Dwelling unit
Multi-unit/apartment (other than townhouses or duplexes)	\$ 998.51	\$ 0	Dwelling unit
Mobile home	\$ 1,995.78	\$ 0	Dwelling unit

**TABLE 2
RECREATIONAL FACILITIES
IMPACT FEE PER VARIABLE UNIT**

<i>Type of New Development</i>	<i>Recreational Facilities Impact Fee Per Variable Unit</i>	<i>Variable Unit</i>
Single-family residence	\$ 1,093.56	Dwelling unit
Townhouse/duplex	\$ 1,063.50	Dwelling unit
Multi-unit/apartment (other than townhouses or duplexes)	\$ 664.46	Dwelling unit
Mobile home	\$ 998.55	Dwelling unit

CITY OF CONCORD

In the year of our Lord two thousand and fourteen

AN ORDINANCE amending the CODE OF ORDINANCES, Title IV, Zoning Code; Chapter 29.2, Public Capital Facilities Impact Fees Ordinance; Section 29.2-1-2, Assessment and Collection, Tables 1, 2 and 3.

**TABLE 3
TRANSPORTATION FACILITIES
IMPACT FEE PER VARIABLE UNIT**

<i>Type of New Development</i>	<i>Transportation Facilities Impact Fee Per Variable Unit</i>	<i>Variable Unit</i>
Residential Uses		
Single-family	\$2,110.48	Dwelling unit
Townhouse/duplex	\$1,408.99	Dwelling unit
Multi-unit dwelling/apartment (other than townhouses or duplexes)	\$1,449.88	Dwelling unit
Mobile home	\$1,035.63	Dwelling unit
Nonresidential Uses		
General office	\$ 1.70	Square foot of floor area
Single-tenant office	\$ 1.88	Square foot of floor area
General light industrial	\$ 1.09	Square foot of floor area
Manufacturing	\$ 0.63	Square foot of floor area
Warehousing	\$ 0.78	Square foot of floor area
Quality restaurant	\$ 5.59	Square foot of floor area
High-turnover restaurant	\$ 6.73	Square foot of floor area
Fast food restaurant with drive-thru	\$ 20.59	Square foot of floor area
Small retail (less than 5,000 SF)	\$ 2.56	Square foot of floor area
Retail (5,001 SF to 100,000 SF)	\$ 4.51	Square foot of floor area
Retail (100,001 to 300,000 SF)	\$ 3.65	Square foot of floor area
Retail (greater than 300,000 SF)	\$ 3.33	Square foot of floor area
Bank with drive-up	\$ 12.05	Square foot of floor area
Daycare center	\$ 4.09	Square foot of floor area
Hotel/motel	\$ 1,817.16	Room
Gas station/convenience store	\$ 3,374.07	Pump
New car sales	\$ 6.52	Square foot of floor area
Automobile Service	\$ 3.96	Square foot of floor area
Automated car wash	\$ 5,280.90	Wash stall
All other uses	\$ 205.90	New trip

SECTION II: This ordinance shall take effect upon its passage.



CITY OF CONCORD

REPORT TO MAYOR AND THE CITY COUNCIL

FROM: Fred Keach, Councilor-at-Large
Chairman of the Impact Fee Review Committee

DATE: September 24, 2014

SUBJECT: Proposed Changes to the Public Capital Facilities Impact Fee Ordinance

Recommendation

Accept this report and set the attached ordinance amendments for public hearing.

Background

In February 2014, Mayor Jim Bouley appointed a five member Council committee to review the City's existing Impact Fee Ordinance (Chapter 29.2 of the City's Code of Ordinances). The goal was to determine if the structure in place required updating, amending or discarding. The committee was composed of Councilors Bennett, Coen, Keach, Werner and Mayor Pro-Tem St. Hilaire. Staff Assistance was provided by Deputy City Manager Carlos Baía, City Planner Nancy Larson and former Assistant City Planner Steve Henninger.

The committee met on April 30th, June 12th and August 14th. The minutes of the meetings are attached. At its August 14th meeting, the Committee voted to forward a series of recommendations to City Council. However, subsequent to that meeting, information was brought to the Committee's attention that made it necessary to amend the recommendations and the final report. The Committee, therefore, convened a final meeting on September 23rd. This report reflects action taken on the 23rd.

Discussion

School Impact Fees

The committee discussed how impact fees are assessed and the genesis of the fees. It was determined that the existing school impact fees were tied to bond issues for the expansion of

Concord High School and new school construction in the Merrimack Valley School District. The last of the Merrimack Valley debt associated with their project will be paid off in October of 2014. The Concord School District had two financial obligations stemming from the expansion of the high school. The larger of the two bonds will be paid off in 2015. However, a second bond originally for \$9 million still remains and will only sunset in 2018 (see attached letter from the Concord School District). As such, the Committee recommends that the impact fee ordinance be amended to zero out the Merrimack Valley impact fee upon passage by Council in November but to retain the Concord school impact fee until the issue can be re-visited nearer to 2018.

The ordinance structure allowing for the assessment of Merrimack Valley school impact fees will remain should there be a need to utilize it in the future for a new school bond. However, it is important to note that impact fees must be tied to a capacity-enhancement project and with the diminishing Concord area student population, neither the committee nor staff envisioned the levying of new school impact fees in the near future.

Impact Fees on Residential Development

The Committee is also recommending that the "variable unit" used to determine the assessment of school and recreational impact fees on residential development be changed to a "dwelling unit" rather than square footage. In the past, a square footage based assessment has resulted in homeowners having to pay hefty fees for finishing their basements or enclosing their porches with realistically no additional impact on parks or schools. By moving to a "dwelling unit" basis, the fee would be assessed to the developer or first homeowner which logically makes the most sense as that would be the occasion when true impacts to the public infrastructure are felt. This change would also facilitate staff's efforts as it would be an easy calculation whereas the existing system presents undue complexity when it comes to computing the appropriate fee amount. To illustrate the labor-intensive nature of this type of fee assessment, over the last year, the assessment of the fees for finished basements, additions, and enclosed porches represented 48% of the cases where fees were charged but less than 10% of the total impact fee revenue. It is estimated that it took about 3 weeks of one Planning staffer's time to calculate all the fee assessments based on the existing model for that same time period.

In terms of financial impact, from April 2013-April 2014, the impact fees generated from residential finished basements, enclosed porches and additions generated approximately \$26,475 in school impact fees (of which approximately \$25,000 were attributed to the Concord School District). The total amount of impact fees received by the Concord School District during that same time period was approximately \$103,000. In terms of the recreation fees, the City received \$12,155 for fees related to finished basements, enclosed porches, and additions out of a total of approximately \$59,000. If the Council accepts the Committee's recommended change to the ordinance, it is important to note that any new homes would still generate impact fees. The Concord School District has been apprised of this proposed change.

Although any loss of revenue must be considered carefully, the Committee felt that relying on square footage as the variable unit of measure for the assessment of residential impact fees was

an onerous burden on Concord's homeowners and on staff resources which outweighed the positives garnered by the revenue.

Calculation of the Recommended New Fee

In transitioning from a square footage variable unit of measure to a dwelling unit measure, City staff took what would have been the square foot fee (updated for inflation) of \$1.12 for single family homes and multiplied it by an average new single family home size (2,103 s.f.). The resultant school impact fee was \$2,355.36. In terms of recreation, the square foot fee for a single family home would have been \$.52 resulting in a recreation dwelling unit fee of \$1,093.56.

A similar process was applied to townhomes/duplexes, where the square foot fee for school and recreation of \$.75 was applied to an average townhome/duplex of 1,418 s.f. for a fee of \$1,063.50.

Despite the proposed change which would eliminate the collection of fees on renovation-type projects, the new metric still has the ability to generate significant revenue. This can be illustrated by examining the last strongest year for single family home construction in Concord, 2004. That year, there were 138 single family homes constructed. If we had applied the new proposed "dwelling unit" rate to that number, the results would have been as follows:

<i>Single Family Home—School Impact Fee</i>	$\$2,355.36 \times 138 = \$325,039.68$
<i>Single Family Home—Recreation Impact Fee</i>	$\$1,093.56 \times 138 = \$150,911.28$

Simplifying the Incentives Section

The Committee also recommends that the existing incentives section of the impact fee ordinance be deleted almost in its entirety for simplicity and greater ease of application. The existing section sought to incentivize uses that are not Council priorities for the downtown such as congregate dwellings, residential social service centers, adult day care facilities, etc. In addition, the language in the existing incentive section was confusing to staff and the general public. Instead, the Committee proposed that the incentive section simply retain the clause outlining that the Council can designate a "City Priority Redevelopment Project" which would be eligible for a 100% reduction in total impact fees. This would continue to allow the Council flexibility to provide impact fee relief on a case-by-case basis for a project that might have unique circumstances that would warrant such an incentive. In the past, this incentive has been used for the 2 Pillsbury redevelopment as well as the Bindery/Love Building project.

The Committee further recommended that the ordinance be amended to allow for the designation of that "City Priority Redevelopment Project" citywide versus the current condition whereby it is only allowed within the Opportunity Corridor in Concord or on the Tannery site in Penacook.

Credits Against Payment of Impact Fees

The Committee further recommends improved language in the section of the ordinance that deals with "credits against payment of impact fees" to better capture the current practice by staff. The existing ordinance allows an applicant that is building a project to receive credits against their transportation impact fee for non-site related improvements that are listed in the City's Capital Improvement Plan. The existing language, however, indicates that the CIP project "must be scheduled for current construction." This language is ambiguous and one could interpret it as meaning that credits can only be given if a project is in the immediate fiscal year. That does not appear logical as it would so significantly constrain the applicability of this incentive as to make it almost worthless. As a result, staff has consistently interpreted this ordinance as allowing for the credit if the project is simply in the CIP regardless of what year it is located in. The proposed amendment would codify this practical interpretation.

Updating of the Impact Fees

In February of this year, the City Council tabled consideration of the Planning Board's recommended annual update of the impact fee amount pending consideration by this Committee. The Committee agreed to include those updated amounts in calculating the remaining fees. The attached ordinances, therefore, would effectively address that item currently in the "unfinished business" section of the Council agenda.

Conclusion

It is important to note that the Committee recognized that the aforementioned proposed changes are in addition to the amendments that Council approved in November 2013 that eliminated the "change of use" traffic impact fee for ground floor tenancy in the CBP districts of downtown Concord and Penacook. That same month, Council also adopted a provision that afforded a waiver from transportation and school impact fees in CBP for the development of market rate housing units. When viewed comprehensively, the Committee strongly believes that those changes along with its present recommendations (if adopted) will greatly relieve the financial burden on the development and homeowner community without significant impacts on the City.

w/att.

Concord School District

School Administration Unit #8

Donna E. Palley
Assistant Superintendent

Christine C. Rath
Superintendent

Jack Dunn
Business Administrator

Robert M. Belmont
Director of Student Services

Larry Prince
Director of Human Resources

T. Mathew Cashman
Director of Facilities and Planning

September 3, 2014

Carlos Baia, Deputy City Manager
City of Concord
41 Greene Street
Concord, NH 03301

Carlos
Dear Mr. Baia:

Thank you for taking the time to contact me to discuss the proposed changes to the impact fees for the Concord School District. I wanted to inform you that the district's debt on the Concord High School Expansion and Addition will be paid off in 2018, not 2015. There were two bond issues of debt for the high school project. The first was for \$22 million, which will be paid off in 2015 and the second was for \$9 million that will be paid off in 2018.

Please let me know if you need me to provide additional information.

Sincerely,



Jack Dunn
Business Administrator
Concord School District
38 Liberty Street
Concord, NH 03301
Ph: 603.225.0811



11A

**Impact Fee Committee
Meeting #1
April 30, 2014
Council Chambers
APPROVED MINUTES**

Committee members in attendance:

Councilor Fred Keach (Chairman), Councilor Allen Bennett, Councilor Mark Coen, Mayor Pro Tem Dan St. Hilaire (arrived at 5:30)

Committee members absent:

Councilor Rob Werner

Staff:

Carlos Baía, Steve Henninger, Nancy Larson

Meeting was called to order at 5:05 p.m.

Councilor Keach introduced the mission of the committee and outlined the meeting format. Steve Henninger, Assistant City Planner, explained that Concord began assessing impact fees in 1997. These fees were intended to off-set city costs for infrastructure.

Mr. Henninger noted that the context for the fees was, in part, because New Hampshire is the worst state in the union for providing State funding for road improvements.

Mr. Henninger explained that the transportation and recreational impact fees are allocated amongst four districts. Councilor Coen asked how the districts were devised. Mr. Henninger noted that originally the City created nine districts but it proved too cumbersome. The four today tend to reflect the major transportation corridors of the city.

Mr. Henninger explained that Impact fees were never intended to cover the full cost of infrastructure improvements. Based on research done in 1997, it was estimated that the fees would cover approximately 27% of the cost for transportation infrastructure improvements.

Mr. Henninger added that because Impact fees are time sensitive in terms of their use, they are the first dollars expended toward any applicable project. As a result, they've been used extensively for planning studies, initial design/engineering, etc. Councilor Keach asked if the City eliminated impact fees altogether, would there be a reluctance to financially seed some of its projects. Mr. Henninger responded that that could be the case.

Mr. Henninger also stated that another advantage to the Impact fee ordinance is that the granting of credit for impact fees allows for certain developments such as Lowe's to build necessary road corridor improvements. Mr. Baía referred to the example of the proposed Siena development across from the Steeplegate Mall on Loudon Road. That developer will be granted an Impact fee credit that is estimated somewhere between \$60,000-\$70,000 but in return he will add a new leg to the D'Amante Drive/Loudon Road Intersection and install new traffic signal Infrastructure that will cost in excess of \$250,000.

Mr. Henninger explained that the methodology that the City uses for impact fees is based on average cost rather than requiring a separate study for each project that would require independent traffic studies and third party City verification.

Councilor Coen stated that it seemed to him that 80% of the fees are paid by large developers that may have staff and resources to understand the system and absorb the fee. However, he imagined that 20% of the fees might come from homeowners or small developers and they probably generate the majority of the complaints about the fee.

Mr. Henninger replied that many of the complaints about the fee are from small commercial developers.

Councilor Coen compared the impact fees to the City's parking system that he interpreted as originally being established as a behavioral deterrent but has now become a needed revenue source for the City. Mr. Henninger disagreed noting that the impact fee was conceived as a revenue source not as a behavioral deterrent.

Mayor Pro Tem St. Hilaire arrived at this point.

Mr. Baia noted that the City has an ambitious capital improvement program that many other communities in the U.S. do not have. In order to carry out those projects over the years, a variety of revenue sources were needed such as impact fees.

Councilor Keach noted that for someone building a home, the impact fees prove to be a disincentive. He suggested that perhaps the fee would be best applied to a large residential developer rather than to individual homeowners.

Mr. Henninger explained that the present impact fee formula for residential is based on square footage and he agreed that it was onerous on subsequent homeowners who may want to finish basements or enclose porches. He noted that the original plan for this fee had been to base it on the dwelling unit but that the real estate community had spoken against that metric and recommended the square footage formula. Mr. Henninger stated that he thought an approach based on a unit premised on average cost would be better.

Councilor Keach stated that he thought this was an area that the Committee could seek to improve.

Mr. Henninger remarked that another area of the fee that needs attention deals with the school impact fee. He noted that the fee was solely based on the capacity added at the Concord High School and the Penacook Elementary School. He noted that originally the fee was to have been 2.4 times greater than what it became. City Council decided to base the fee on the equivalent value of the Concord High School bond rather than the equivalent value of both projects. The Merrimack Valley School District, according to Mr. Henninger, accepted this premise.

Merrimack Valley Schools issued ten year bonds for the Penacook Elementary School and those have already been paid off. The Concord High School bond was a twenty-year bond issued in January 1995, as such it will be sunsetted in 2015 which should result in the zeroing-out of the school impact fee altogether.

Councilor Keach asked what would happen if the fee was zeroed out and the schools then came up with a project in the future. Mr. Henninger replied that the fee could then be re-established. Mayor Pro Tem St. Hilaire questioned whether the fee can only be used for projects that add capacity. Mr. Henninger confirmed that was so and observed that the school population in Concord is actually decreasing making it unlikely that the schools would be adding capacity in the foreseeable future.

At this point, Mr. Baía explained the changes that Council had made to the impact fee ordinance. He noted that since its adoption there have been amendments made to reflect incentives for Council priorities such as downtown redevelopment, historical building preservation, etc. Mr. Baía noted that the two most recent changes, in essence, eliminated the assessment of most impact fees from the downtown altogether. In November 2013, Council exempted ground floor commercial spaces in the Central Business Performance District of Concord and Penacook from being assessed transportation impact fees as part of a "change of use." Mr. Baía reviewed the logic behind that recommendation.

Mr. Baía noted that the second recent change was to provide a waiver provision from transportation and school impact fees for market rate residential in the downtown.

Mr. Baía stated that there are still existing areas in the Impact fee ordinance that staff would recommend changing to provide greater clarity or to relieve what may have become obsolete or onerous due to the changing environment. Councilor Keach suggested that staff bring their list of recommended changes to the next meeting for the committee's review. Mr. Baía encouraged the committee members to provide him with any observations or suggestions as to other changes between now and the second meeting and he would add them to the list.

Meeting adjourned at 6:15 p.m.

Respectfully submitted,

Carlos P. Baía

TJA

**Impact Fee Committee
Meeting #2
June 12, 2014
Council Chambers
MINUTES**

Committee members in attendance:

Councilor Allen Bennett, Councilor Mark Coen, Mayor Pro Tem Dan St. Hilaire

Committee members absent:

Councilor Fred Keach, Councilor Rob Werner

Staff:

Carlos Baía, Steve Henninger, Nancy Larson

Meeting was called to order at 4:50 p.m

Approval of the April 30, 2014 Minutes

Councilor Bennett moved approval; Councilor Coen seconded. Motion carried unanimously.

Proposed Ordinance Changes from Staff

Mr. Baía reviewed the proposed changes which included using "dwelling units" as the variable unit for impact fee assessments on residential properties rather than square footage. He noted that this would effectively eliminate one of the consistent complaints about impact fees expressed by subsequent home owners who seek to make residential improvements such as finished basement or enclosed porches. Mr. Baía also noted that this change would make determinations of the appropriate fee by city staff much simpler.

The committee expressed consensus support for this change.

The second change cited was the zeroing out of the school impact fees effective January 31, 2015. This change would correspond to the sunseting of the existing school debt that was tied to the present impact fee.

The committee expressed consensus support for this amendment.

A third proposed change was the deletion of most of Section 29.2-1-2 (g) having to do with "Incentives for Redevelopment of Blighted, Underutilized, Abandoned, or Contaminated Buildings." Mr. Baía noted that a number of the land uses incentivized in this ordinance do not reflect City Council priorities and that the application of the incentives in this section has been confusing and little used. Mr. Baía did propose that the portion of the ordinance that deal with "City Priority Redevelopment Projects" be maintained which could be utilized in the future should Council identify a specific project.

Mayor Pro Tem St. Hilaire inquired as to the "Impact Fee Redevelopment Initiative Zones" cited in the ordinance. He stated that he would prefer to have the incentives provided with the most flexibility possible. Mr. Baía suggested that if the reference to the zones were eliminated, in theory, the City could

then identify a "priority redevelopment project" anywhere within Concord. The consensus of the committee was to have it be citywide and therefore the recommendation was to also delete section (g)(1) of 29.2-1-2 thereby eliminating any reference to a specific zone.

The committee expressed consensus support for this amendment with the change to make eligibility for City "priority redevelopment project" designation applicable citywide.

The final amendments presented by Mr. Baía were housekeeping items relative to the "credits against payments of impact fees" section of the ordinance.

The committee discussed whether the impact fee waiver for market rate housing in the CBP districts should be applicable to new construction or building additions. Councilor Coen asked about historical properties in the downtown. Mayor Pro Tem St. Hilaire suggested that the waiver continue to be restricted to existing buildings but that the City review the applicability of existing RSA 79E language relative to this matter that perhaps could be included in this ordinance. Another option discussed was to simply note that a credit could still be provided by Council if a project were designated as a "City priority redevelopment project."

The committee supported the proposed amendment with language acceptable to the City Solicitor, if needed, in the waiver clause that would reference the ability of a project to possibly be eligible for credit under the "City priority redevelopment" designation.

Mayor Pro Tem St. Hilaire requested that final versions of the proposed ordinances be provided to the Committee. Mr. Baía indicated that he would have those for the next meeting.

Mr. Baía asked if the committee had any other changes to the impact fee ordinance that they would like to consider. No additional changes were recommended.

The meeting adjourned at 5:20 p.m.

Respectfully submitted,

Carlos P. Baía

**Impact Fee Committee
Meeting #3
August 14, 2014
Council Chambers
DRAFT/UNAPPROVED MINUTES**

Committee members in attendance:

Councilor Allen Bennett, Councilor Mark Coen, Mayor Pro Tem Dan St. Hilaire, Councilor Fred Keach

Committee members absent:

Councilor Rob Werner

Others:

Mayor Jim Bouley

Staff:

Carlos Baía, Steve Henninger, Nancy Larson

Meeting was called to order at 4:35 p.m.

Approval of the June 12, 2014 Minutes

Mayor Pro Tem St. Hilaire moved approval. Councilor Bennett seconded. Motion carried unanimously.

Draft Committee Report

Mr. Baía began by clarifying that the fee amounts in the proposed ordinances attached to the draft report included the increases recommended by the Planning Board from February of this year. Those proposed increases had been tabled by the Council pending review by this committee. Mr. Baía wanted to ensure that the committee was cognizant of that fact.

The consensus of the committee was that the recommended increases were acceptable, particularly in light of the fact that the committee's recommendations would result in changes that would eliminate the school impact fee and alter the methodology used to date for collection of other impact fees resulting in a less onerous burden on Concord property owners.

Mr. Baía summarized the points in the draft report. Mayor Bouley inquired if the City had advised the School District of the proposed elimination of the school impact fee. Mr. Baía stated that he would contact Jack Dunn, Business Administrator for the District, to apprise him.

The committee discussed the potential impacts of the remaining sections of the report and inquired as to when the proposed changes would be before City Council. Mr. Baía indicated that he would look to place them on the September Council agenda to be set for an October public hearing.

Mayor Pro Tem St. Hilaire moved to accept the committee report and send it to City Council. Councilor Bennett seconded the motion. Motion carried unanimously.

Meeting adjourned at 5:25 p.m.

Respectfully submitted,

Carlos P. Baia

DRAFT

12A

Impact Fee Committee
Meeting #4
September 23, 2014
Council Chambers
DRAFT/UNAPPROVED MINUTES

Committee members in attendance:

Councilor Allen Bennett, Councilor Mark Coen, Councilor Fred Keach

Committee members absent:

Mayor Pro-Tem Dan St. Hilaire, Councilor Rob Werner

Staff:

Carlos Baía, Nancy Larson

Meeting was called to order at 4:35 p.m.

Approval of the August 14, 2014 Minutes

Councilor Bennett moved approval. Councilor Coen seconded the motion. Motion carried unanimously.

Revised Committee Report

Mr. Baía explained that subsequent to the August committee meeting, he was informed by the Concord School District that there were two bonds related to the expansion of the Concord High School. Originally, City staff had been informed of only one. The larger of the two bonds will, in fact, sunset in early 2015 as City staff understood and had conveyed to the committee. However, the second bond would only be paid off in 2018. Mr. Baía stated that he had received a letter from Jack Dunn, Business Administrator for the Concord School District, that confirmed this understanding.

As a result, Mr. Baía would not recommend that the committee endorse the elimination of the school impact fee for the Concord district as originally envisioned. He revised the ordinances before the committee to reflect keeping that specific fee. The Merrimack Valley School District fee could be eliminated, however, as they had confirmed that their last payment was to be made this October.

Mr. Baía also noted that another reason to seek the committee's additional input stemmed from the need to clarify the proposed conversion of the variable unit for the school and recreation fees from square footage to "dwelling unit." Mr. Baía explained that the methodology used was based on attributing what would have been the square foot fee (updated for inflation) and applying it to an average size new single family home and townhome in Concord. The average square footage used was 2,103 s.f. for a single family and 1,418 s.f. for a townhome/duplex.

Mr. Baía further provided the committee with the total amount of the fees that were collected over the last year to illustrate the limited magnitude of the proposed change. Mr. Baía also noted that based on the total number of new homes built during the last strongest year for single family construction, 2004, the new fee structure would have generated over \$325,000 in school impact fees and approximately \$150,000 in recreation impact fees.

Councilor Keach suggested that the total fee amounts and the 2004 illustration be provided in the final report to provide context for the Council.

Councilor Bennett moved approval of the revised report with the revisions noted during the discussion; Councilor Coen seconded the motion. Motion carried unanimously.

Meeting adjourned at 4:45 p.m.

Respectfully submitted,
Carlos P. Baía

DRAFT

CITY OF CONCORD

In the year of our Lord two thousand and fourteen

AN ORDINANCE amending the CODE OF ORDINANCES, Title IV, Zoning Code; Chapter 29.2, Public Capital Facilities Impact Fees Ordinance; Article 29.2-1-3, Administration; Section (g) Incentives for Redevelopment of Blighted, Underutilized, Abandoned, or Contaminated Buildings and Tables 4 and 5

The City of Concord ordains as follows:

SECTION I: Amend the CODE OF ORDINANCES, Title IV, Zoning Code; Chapter 29.2, Public Capital Facilities Impact Fees Ordinance; Section 29.2-1-2, Assessment and Collection; Subsection (g) Incentives for Redevelopment of Blighted, Underutilized, Abandoned, or Contaminated Building, by deleting it in its entirety.

SECTION II: Amend the CODE OF ORDINANCES, Title IV, Zoning Code; Chapter 29.2, Public Capital Facilities Impact Fees Ordinance; Section 29.2-1-2, Assessment and Collection; Table 4, Table of Redevelopment Activities, by deleting it in its entirety.

SECTION III: Amend the CODE OF ORDINANCES, Title IV, Zoning Code; Chapter 29.2, Public Capital Facilities Impact Fees Ordinance; Section 29.2-1-2, Assessment and Collection; Table 5, City Priority Redevelopment Projects, by deleting it in its entirety.

SECTION IV: Amend the CODE OF ORDINANCES, Title IV, Zoning Code; Chapter 29.2, Public Capital Facilities Impact Fees Ordinance; Section 29.2-1-2, Assessment and Collection by creating a new Subsection (g) Incentives for Redevelopment of Blighted, Underutilized, Abandoned, or Contaminated Buildings and Table 4, Table of Redevelopment Activities, as follows:

(g) *Incentives for Redevelopment of Blighted, Underutilized, Abandoned, or Contaminated Buildings.*

(1) *City Priority Redevelopment Projects:* City Priority Redevelopment Projects shall include the following properties identified in "Table 4: City Priority Redevelopment Projects." Properties included within Table 4 shall be eligible for one hundred (100) percent reduction of total impact fees, regardless of any other redevelopment incentives, or limitations associated therewith, in this ordinance.

CITY OF CONCORD

In the year of our Lord two thousand and fourteen

AN ORDINANCE amending the CODE OF ORDINANCES, Title IV, Zoning Code; Chapter 29.2, Public Capital Facilities Impact Fees Ordinance; Article 29.2-1-3, Administration; Section (g) Incentives for Redevelopment of Blighted, Underutilized, Abandoned, or Contaminated Buildings and Tables 4 and 5

TABLE 4: CITY PRIORITY REDEVELOPMENT PROJECTS

Project Name	City Map/Block/Lot
Reserved for Future Designation by City Council	

SECTION V: This ordinance shall take effect upon its passage.

CITY OF CONCORD

In the year of our Lord two thousand and fourteen

AN ORDINANCE amending the CODE OF ORDINANCES, Title IV, Zoning Code; Chapter 29.2, Public Capital Facilities Impact Fees Ordinance; Section 29.2-1-2, Assessment and Collection, Subsection (e), Credits Against Payment of Impact Fees

The City of Concord ordains as follows:

SECTION I: Amend the CODE OF ORDINANCES, Title IV, Zoning Code; Chapter 29.2, Public Capital Facilities Impact Fees Ordinance; Section 29.2-1-2, Assessment and Collection; Subsection (e), Credits Against Payment of Impact Fees, by amending it as follows:

(e) Credits Against Payment of Impact Fees.

- (1) Applicants shall not receive a credit against impact fees for site-related improvements.
- (2) An applicant may request a credit against all or a portion of transportation facilities impact fee otherwise due or to become due with respect to a project or development by offering to construct or dedicate ~~[nonsite-related]~~ *non-site-related* improvements to the City. The applicant must specifically request a transportation facilities impact fee credit prior to ~~[the date of the determination of the impact fee by the Clerk]~~ *the Planning Board public hearing associated with the application*. The construction of such improvements must be in accordance with City or state design standards, whichever are applicable. The issuance of a credit shall be at the discretion of the Clerk and shall be determined and provided in the following manner:
 - a. The proposed right-of-way or other real property dedication and the proposed ~~[nonsite-related]~~ *non-site-related* improvements must be part of the City's *approved* Capital Improvement Program ~~[Plan and must be scheduled for current construction]~~.
 - b. Credits for the dedication of ~~[nonsite-related]~~ *non-site-related* rights-of-way or other real property to the City shall be valued at the equalized assessed value of the dedicated property for real estate tax purposes, or, at the option of the applicant, at the fair market value of the dedicated property established by *real estate appraisals completed by a licensed New Hampshire real estate appraiser* ~~[private appraisers]~~ acceptable to the City. Credit for the

CITY OF CONCORD

On the year of our Lord two thousand and fourteen

AN ORDINANCE amending the CODE OF ORDINANCES, Title IV, Zoning Code; Chapter 29.2, Public Capital Facilities Impact Fees Ordinance; Section 29.2-1-2, Assessment and Collection, Subsection (e), Credits Against Payment of Impact Fees

dedication of [~~nonsite-related~~] *non-site-related* rights of way shall be provided when the property has been conveyed at no charge to the City, and accepted by the Planning Board and, *when* [~~where~~] necessary, the City Council.

- c. Credits for [~~nonsite-related~~] *non-site-related* improvements shall equal the cost to *design and* construct the improvements. Applicants for credit for *design and* construction of [~~nonsite-related~~] *non-site-related* improvements shall prepare and submit acceptable engineering drawings and specifications, and construction cost estimates to the Clerk.
 - d. The Clerk shall consult with the City Engineer regarding the acceptability of the documentation. The Clerk shall consider the engineering drawings and specifications and construction cost estimates submitted by the applicant. The Clerk may require the applicant to submit additional or different documentation for consideration.
 - e. If acceptable documentation is submitted, the Clerk may grant the applicant a credit up to the *total* value of right-of-way dedications or actual costs of the [~~nonsite-related~~] *non-site-related* improvements as determined in this ordinance. If the applicant fails to submit acceptable documentation to the Clerk, the applicant shall pay the transportation facilities impact fee set forth in Sections 29.2-1-3(b) and 29.2-1-3(c).
 - f. All costs incurred by the City to review the applicant's documentation (including the cost to hire an outside consultant to review the documentation) shall be paid by the applicant in advance.
- (3) An applicant may, likewise, apply for a credit against all or a portion of the school facilities or recreational facilities impact fees by dedicating land or constructing improvements for such purposes after approval by the Clerk following the same procedures as is set forth in subsection (2), above, with respect to transportation facilities impact fee credits.

CITY OF CONCORD

In the year of our Lord two thousand and fourteen

AN ORDINANCE amending the CODE OF ORDINANCES, Title IV, Zoning Code; Chapter 29.2, Public Capital Facilities Impact Fees Ordinance; Section 29.2-1-2, Assessment and Collection, Subsection (e), Credits Against Payment of Impact Fees

- (4) Where new development is part of a project for which the applicant has already paid an impact fee, exaction, or other assessment with respect to the cost of providing public facilities capital improvements prior to the adoption of this ordinance, the Clerk shall provide the applicant with a credit against the impact fees owed with respect to each class of public facilities capital improvements. The credits shall equal the pro rata value of such prior *to credits for* impact fees, exactions or other assessments for such specific class of public facilities capital improvements that is applicable to the portion of the project or development in question. Credit shall not be given for the cost of site-related improvements.
- (5) Credits against impact fees for one type of public capital facility (e.g., school, transportation, or recreation) shall not exceed the amount of the impact fees paid or payable by the applicant with respect to that type of public capital facility. Credits shall not be transferable from one project or development to another.
- (6) Credits against the impact fee assessed with respect to one type of public capital facility (e.g., school, transportation, or recreation) shall not be applied against the impact fee owed by the applicant with respect to another type of public capital facility.
- (7) If an applicant cannot agree with the Clerk as to the proper credit to be given against impact fees, the applicant may request a hearing before the Planning Board on the determination of the proper credit. The Planning Board's decision on the amount of the credit shall be final.

SECTION II: This ordinance shall take effect upon its passage.

Explanation: Matter added to the current ordinance appears in *bold italics*.

Matter removed from the current ordinance appears [~~in brackets and struck through~~].





CITY OF CONCORD

/s/

REPORT TO MAYOR AND THE CITY COUNCIL

DATE: September 30, 2014
FROM: Thomas J. Aspell, Jr., City Manager
SUBJECT: Citizen Comments

Recommendation:

Recommend City Council accept this report.

Background:

Attached for your information are citizen comments received during the past month.

/ss

Attachments

5 Cypress Street
Concord, NH 03301
September 22, 2014

Chief Bradley Osgood
Concord Police Department
35 Green Street
Concord, NH 03301-4299

Dear Chief Osgood,

I do not know if you receive many letters like this, but I hope you do! On Wednesday, September 10, a friend of mine was involved in a car accident on Warren Street in Concord. I arrived at the scene when the EMT's were putting my friend into an ambulance. Officer Amanda Reed, who had responded to the accident, had already spoken to everyone involved. She also spoke with me. She was respectful and thorough in her questioning.

When someone is involved in an accident, no matter that injuries do not appear to be life threatening, it is traumatic. Officer Reed's entire approach had a calming effect on everyone. She was courteous and professional, truly a wonderful example of "Concord's finest." And, icing on the cake, she was compassionate. She demonstrated to us that she is an officer that cares about the citizens of Concord. She stopped by the emergency room late that afternoon to return my friend's documents and to ask her a few more questions. She then stopped by later in the evening to inquire about how my friend was doing. This was so unexpected, and so appreciated!

If Officer Amanda Reed represents the standard held by the Concord Police, you have an outstanding police department, Chief Osgood.

I should add that the EMT's and the staff of Concord Hospital also did their best to reassure my friend throughout this ordeal. She was released from the ER later that night, pretty banged up, but with no serious injuries. She is recovering well.

I have told everyone about how wonderful responders were to my friend. This is why I love living in Concord!

Sincerely,



Jeanne Cusson

RECEIVED

SEP 23 2014

CONCORD, N.H. POLICE
DEPARTMENT

From: Duene Cowan [duene@cgarchs.com]

Sent: Thursday, September 04, 2014 3:14 PM

To: Osgood, Bradley; jpbouley@comcast.net; chamby@comcast.net; dansthilaire@comcast.net; *
City Manager Office

Cc: markcibo@g4com.net

Subject: RE: Doing business in Concord

Good afternoon Chief,

Just wanted to send a quick note to thank you for your attention to the Eagle Square problem. Two of your officers, Officer Casey & Officer Brian have been very active with solving this issue and have stopped into my office on occasion to check in. They exemplify what I think many downtown business owners want in a patrolman. They are active and attentive & visible. They follow up with you when they say they will do something and they deliver. The problem is not solved but is certainly much, much better than it was.

Regards,



F. Duene Cowan NCARB

Cowan | Goudreau Architects, PLLC
5 Eagle Square Concord, NH 03301

A certified "I built that" Company

-----Original Message-----

From: Amanda Grady Sexton [<mailto:amandakgrady@gmail.com>]

Sent: Monday, July 28, 2014 8:39 AM

To: Andrus, Dan

Subject: CFD

Hi Chief -

I hope you are well!

Last night poor Scarlett vomited and began to choke. We ended up calling 911 and your guys arrived to help within minutes. Once they arrived we had already managed to clear her nose and mouth - thank God! I just wanted to send a quick note telling you how incredibly wonderful your guys were. They were incredibly helpful and kind. I hope we adequately expressed our sincere gratitude to them!

Amanda

Sent from my iPhone



FIRE DEPARTMENT CITY OF CONCORD

24 Horseshoe Pond Lane
Concord, NH 03301
www.concordnh.gov/fire

August 29, 2014

Firefighter Paramedic Stephen Lorenze
Concord Fire Department

Dear Stephen:

I was pleased to receive the letter from Ms. Kathy Walker of 11 Quail Ridge Road commending you on your care during a recent medical emergency. Her letter reads as follows:

Steven,

A very delayed thanks for your kindness and caring on July 16-your respect, professionalism, and honesty were appreciated beyond what words can express. You should be proud of the work that you do and the manner that you carry it out. The Concord community area you serve are so fortunate that you and your team provide such service. I was overwhelmed with your professionalism and skills. Most of all, though, I was impressed by your professionalism and respect for me and attention to my privacy despite the need to do your work. Again, the Concord community is every so fortunate and I feel I was gifted for your care that evening and for your skills. Thank you so much-I was ever so fortunate for your attention and care.

Sincerely,

Kathy Walker
11 Quail Ridge
Concord

Stephen, I add my thanks to hers for a job well done and for modelling our core values of compassion and dedication so well.

Sincerely,

A handwritten signature in black ink, appearing to read "Daniel L. Andrus", is written over the word "Sincerely,".

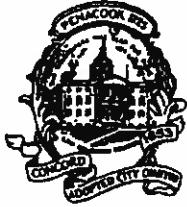
Daniel L. Andrus
Chief of Fire Department

Administration
(603) 225-8650
(603) 225-5833 fax

Prevention
(603) 225-8651
(603) 225-5833 fax

Fire Alarm
(603) 225-8667
(603) 225-8509 fax

Communications
(603) 225-8669
(603) 225-8507 fax



FIRE DEPARTMENT CITY OF CONCORD

24 Horseshoe Pond Lane
Concord, NH 03301
www.concordnh.gov/fire

August 29, 2014

Firefighter Paramedic Rob Ackerson
Concord Fire Department

Dear Rob:

I was pleased to receive the letter from Leslie Melby commending you and your crew (Paramedic Lieutenant Bobby Silvestriadis and Firefighters Chris Johnson, Michael Souther, and Todd Beall) on your care during a recent medical emergency. Her letter reads as follows:

Dear Rob:

I can't thank you enough for the wonderful care that you and your team provided to me on Thursday, June 26 at my office here at the NH Hospital Assn. I was so very fortunate that I was cared for by you.

I'm doing well. I was so glad to see you a second time when you returned to the hospital ED. It meant so much to me that you came by to see how I was doing.

I'll never forget your kindness. You kept me calm at my time of crisis.

Thank you so very much for the great work you do from a most appreciative patient.

All my best,

Leslie Melby

Rob, I add my thanks to Leslie's for a job well done and for modelling our core values of compassion and dedication so well.

Sincerely,

Daniel L. Andrus
Chief of Fire Department

Administration
(603) 225-8650
(603) 225-5833 fax

Prevention
(603) 225-8651
(603) 225-5833 fax

Fire Alarm
(603) 225-8667
(603) 225-8509 fax

Communications
(603) 225-8669
(603) 225-8507 fax

PHIL X 9/18/14

CHIP ~~ER~~ JAD

FBI, Tim

9-12-14

Dear General Services,
a note of appreciation for trimming
the bushes on Commercial St. hill. We
are safer walking
on the sidewalk again.

Theresa Nonda
Alice Perkins
Now if we can get
out to trim the
bushes on the bridge!

RECEIVED

SEP 30 2014

General Services

City of Concord

311 N. State St.

Concord, NH 03301

ATTN: Chip Chesley

CITY MANAGER'S OFFICE
CONCORD, NH

Jim

Wendy

Chris

Dear Mr. Chesley,

I'm writing you to thank you and your general services work crews for a job well done!

The repaving of the sidewalk on Bow St., behind Rollins Park, and the subsequent filling-in and seeding of the sides was great. The crew was professional, working steadily, through the day, and everything looks great.

I've lived in many cities over my lifetime. Concord by far is and has been the best-kept city I've seen. Thank the crews for me and for all the grateful residents of this Capital City.

Gratefully Yours,

Jim Dillon

54 Bow St.

Concord, NH

03301

(603) 545-2054

Results based on total surveys received for July 2014
City of Concord – City Clerk's Office
Customer Service Survey

I received services related to (circle all that apply): (Total surveys completed: (10)

City Council Elections Vital Records Dog Licensing

(1) () (5) (1)

Voter Registration UCC Filings Other: Senior Bus Ticket
(1) () (2) Residency Affidavit

Were you greeted promptly and friendly?

(Worst) 1 2 3 4 5 6 7 (Best)
() () () () () (1) (9)

Was your wait for service reasonable?

(Worst) 1 2 3 4 5 6 7 (Best)
() () () () () (1) (9)

Was the staff person knowledgeable?

(Worst) 1 2 3 4 5 6 7 (Best)
() () () () () (1) (9)

Was your transaction complete and accurate?

(Worst) 1 2 3 4 5 6 7 (Best)
() () () () () (1) (9)

"Thanks!"

"Went smoothly and very fast."

"Great job. Nice to have friendly people. Didn't feel like we were imposing."

"Great friendly staff."

"Friendly-Very helpful. (Colette) is amazing."

Results based on total surveys received for August 2014
City of Concord – City Clerk's Office
Customer Service Survey

I received services related to (circle all that apply): (Total surveys completed: 17)

City Council	Elections	Vital Records	Dog Licensing
()	(1)	(13)	(1)

Voter Registration	UCC Filings	Other:
()	()	(2) Marriage Licenses

Were you greeted promptly and friendly?

(Worst)	1	2	3	4	5	6	7	(Best)
	()	()	()	()	()	()	(17)	

Was your wait for service reasonable?

(Worst)	1	2	3	4	5	6	7	(Best)
	()	()	()	()	()	()	(17)	

Was the staff person knowledgeable?

(Worst)	1	2	3	4	5	6	7	(Best)
	()	()	()	()	()	()	(17)	

Was your transaction complete and accurate?

(Worst)	1	2	3	4	5	6	7	(Best)
	()	()	()	()	()	()	(17)	

"Excellent service! Thank You.

"No suggestions. Awesome experience."

"Amazing service. No need to change anything. Thank You for being so helpful."

"Very helpful."

"Fast and friendly!"

"Was quick, easy and friendly."

"Great service!"

"No suggestions, she was great."

"No suggestions. It was great, and easy!"

**City of Concord – Collections Department
Customer Comment Cards Survey**

Results based on total comment cards received for Sept 2014

I received services related (circle all that apply): Total comment cards completed:

Motor Vehicle (3)	Property Taxes (1)	Utility Payments (0)	Misc. Billing (0)
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Other:

Our staff was:	courteous (4)	knowledgeable (4)	professional (4)
-----------------------	------------------	----------------------	---------------------

Other: Pessy great at providing explanation.
Very efficient

Our service was:	courteous (4)	knowledgeable (4)	professional (4)
-------------------------	------------------	----------------------	---------------------

Other: Quick, easy, wonderful

Comments and suggestions:

- 1) Box in lobby for payments should specify that payment stubs should be included with check(s).
- 2) Pam did a great job. I love working with City of Concord staff!
- 3) Anja was our server at the Property Tax office and she was wonderful, helping us with many issues.



City of Concord, New Hampshire
CONCORD PUBLIC LIBRARY
45 GREEN STREET • 03301-4257

10-15

TA

SANDI LEE
PAMELA STAUFFACHER
CO INTERIM LIBRARY DIRECTORS
603-225-8670

TO: Honorable Mayor and City Council
FROM: Sandi Lee and Pamela Stauffacher, Interim Co-Library Directors
RE: Authorization to Accept Monetary Gifts Totaling \$8,097.96 as
Provided for Under the Preauthorization Granted by City Council
DATE: September 25, 2014

Recommendation

It is recommended that City Council approve the acceptance and expenditure of the gifts to the Concord Public Library cited below for the purpose indicated:

Donor	Amount	Purpose	Project Accounting
Concord Public Library Patrons	\$102.50	Fees paid by patrons to replace lost and damaged library materials from 08/27/2014 through 09/23/2014	GRTLIBLstPd 2910 2013 - 2013 and beyond
Concord Public Library Book Sale	\$1,300.37	Revenue from sale of used and donated books, audio materials and videos from 08/27/2014 through 09/23/2014	GRTLIBMAt 2910 Book Sale Rev - Book Sale Revenue
Concord Education Association	Valued at \$60.00	New Hampshire Historical Society museum pass	N/A
Alice J. Reen Charitable Trust	\$6,635.09	To purchase chairs for the library	GRTLIBReen 2910 All Reen Grants 2014 & beyond
TOTAL	\$8,097.96		

Background

1. Funds are requested to be expended under the authority established pursuant to Resolution #8120, adopted December 10, 2007.
2. The purpose of the gifts listed above is consistent with, and presents no conflict or obstacle to, the accomplishment of City Council goals, the Code of Ordinances, or the operating functions of the Concord Public Library.
3. No City match is required.
4. Funds have been received by the City of Concord, except as noted.
5. A letter of thanks on behalf of the City Council and the citizens of the City of Concord has been sent to donors listed above.

Discussion

Upon the City Council's approval of this report the materials indicated above will be ordered and placed in the Library's collection.

Cc: City Manager
Deputy City Manager for Finance
Controller
City Clerk



CITY OF CONCORD

REPORT TO MAYOR AND THE CITY COUNCIL

To: Honorable Mayor and City Council
From: Jacqueline Whatmough, Human Service Director
Re: Authorization to expend the donation of \$600 from the Unitarian Benevolent Association as provided for under the pre-authorization granted by City Council.
Date: 08/15/14

Recommendation

It is recommended that City Council approve the acceptance and expenditure of the above cited monetary donation from the Unitarian Benevolent Association.

Background

Funds are requested to be expended under the authority established pursuant to resolution number 8120 adopted December 10, 2007

The purpose of this gift, donation or grant as stated above are a condition of the grantor or benefactor and is consistent with and presents no conflict or obstacle to the accomplishment of city council goals, the code of ordinances or the operating functions of the department.

A copy of this communication has been sent to the grantor or benefactor for their information and with the thanks of the City Council and the citizens of the City of Concord.

Discussion

The Unitarian Benevolent Association has generously given our department \$600 to be used for teenagers at Christmas. We appreciate this donation very much as we do not get many age appropriate gifts for teens at Christmas. Thanks to the generosity of this donation, we can help all the children in a family which is always a challenge when there are teens. We also want to thank the UBA for their many years of support for teens.

In the letter accompanying the check, the Unitarian Benevolent Association indicates that they have been supporting women and children in the community since 1837. We also recognize and appreciate the wonderful work that the Unitarian Benevolent Association continues to do in this community. We are proud that they think we are doing a good job with our program and are proud that they have chosen to support our program.

Cc: City Manager
City Clerk
City Controller
Unitarian Benevolent Association



CITY OF CONCORD

REPORT TO MAYOR AND THE CITY COUNCIL

TO: Honorable Mayor and Members of the City Council

FROM: David Gill, Parks and Recreation Director

RE: Authorization to accept monetary donations in the amount of \$400

DATE: October 1, 2014

Recommendation

It is recommended that City Council approve the acceptance and expenditure of the gifts to the City of Concord cited below for the purpose indicated:

Donor	Amount	Purpose	G/L Account
Scott and Sydney Kenyon	100	Adopt A Grave	GRTRECMISC 2910 Adopt A Grave
Stephanie Haulk	100	Adopt A Grave	GRTRECMISC 2910 Adopt A Grave
Joan Callahan	100	Adopt A Grave	GRTRECMISC 2910 Adopt A Grave
Elena Robbins, Beverly Barrett Barbara Bernier Leslie Durgin	100	Adopt A Grave	GRTRECMISC 2910 Adopt A Grave

Background

1. The purpose of the gifts listed above is consistent with, and presents no conflict or obstacle to, the accomplishment of City Council goals, the Code of Ordinances, or the operating functions of the Parks and Recreation Department.
2. A letter of thanks on behalf of the City Council and the citizens of the City of Concord have been sent to donors listed above.

Discussion

With these donations the City of Concord Parks and Recreation Department will be able to continue offering the Adopt A Grave Program.



CITY OF CONCORD

12A

REPORT TO THE MAYOR AND CITY COUNCIL

FROM: Michael Santa, CBO, Code Administrator

DATE: September 30, 2014

SUBJECT: Petition from Residents of 121-123 Hall Street Pursuant to City Ordinance Article 11-2, Public Nuisance Buildings

Recommendation

Accept this report recommending that no hearing be held and/or other action be taken on the petition.

Background

On August 11, 2014, the City Council referred a petition to the Legal Department, Community Development Department and Code Administration Division that it received from residents of River's Edge Estate on Hall Street. The petition requested appropriate action be taken by Code Administration to address three manufactured homes located at 2 Longmeadow Drive, 35 Longmeadow Drive and 46 Hazel Drive. The petition stated that the manufactured homes have become dilapidated, abandoned and unoccupied, and requested that the homes be removed.

Discussion

Under the City of Concord's Code of Ordinances, Article 11-2, Public Nuisances, the Code Enforcement Administrator is required to inspect a building and prepare a report for City Council detailing the condition of the building when it receives a petition signed by ten (10) persons who reside or own property within five hundred (500) feet of a building that has been damaged or is otherwise dilapidated, abandoned or unoccupied. The City Council and Building Inspector received such a petition from residents of River's Edge Estate.

The three manufactured homes referenced in the petition are already being addressed by the Legal Department in a lawsuit brought by Everett Ashton, the corporation that owns the River's Edge Estate manufactured home park. In the lawsuit, Everett Ashton sought an order that would require the City to issue demolition permits, despite the outstanding taxes that are owed on the three manufactured homes. Everett Ashton also sought to be reimbursed from the City for storage charges for the three manufactured housing units located on the sites. As a result of a preliminary hearing held on August 20, 2014, the Rockingham County Superior Court has issued an order

allowing the demolition of the three manufactured homes prior to the final resolution of the lawsuit.

The Code Administration Division has since issued permits to demolish the manufactured homes. The permit to demolish 35 Longmeadow Drive was issued on September 10, 2014 and the permits to demolish 2 Longmeadow Drive and 46 Hazel Drive were issued on September 12, 2014. The Code Administrator has confirmed that a contractor has already been hired by Rivers Edge to demolish the three units, and the manufactured home at 46 Hazel Drive was in the process of being demolished during his inspection on September 24, 2014.

In light of the fact that the manufactured homes are being demolished, it is unnecessary to hold a hearing and/or to take other action on the matter.

cc: Carlos P. Baía, Deputy City Manager—Development
Danielle L. Pacik, Deputy City Solicitor
Kathryn Temchack, Director of Real Estate Assessments



CITY OF CONCORD

REPORT TO MAYOR AND THE CITY COUNCIL

FROM: James W. Kennedy, City Solicitor
DATE: September 4, 2014
SUBJECT: Cable Franchise Renewal

Recommendation:

Accept this report and release to authorize the City Manager to form a City Cable Television Committee for the purpose of planning for and conducting public ascertainment hearings in accordance with applicable State and federal law(s) and to schedule those hearings as he deems appropriate.

Background

The City's current Cable Television Renewal Franchise is with Comcast Cable Communications ("Comcast") and was granted on October 28, 2005 for a ten (10) year term; it will expire on October 28, 2015. The City is currently in the cable television franchise renewal process by which it will negotiate a new franchise agreement with Comcast. That new franchise will then take effect on October 29, 2015. In this process, the City essentially serves as the voice of cable television subscribers and the citizens of Concord.

Discussion

The City is currently in the ascertainment phase ("ascertainment") of the franchise renewal process. Ascertainment is the term for the fact-finding process to examine Comcast's past performance and to identify the future cable-related needs and interests of the Concord community. Ascertainment is a critical component of the renewal process; it serves as the basis for future renewal negotiations with Comcast. As such, the City must carefully and comprehensively prepare for ascertainment.

In the ascertainment phase, the City will conduct one or more public hearings to determine the needs and interests of the community relative to Cable Services. These hearings will also develop a public record of such ascertained community needs and interests, which will help the City to effectively complete negotiations with Comcast. For example, in the current Renewal Franchise, among other things, the City requires public, educational and/or governmental

("PEG") access channels and equipment funding, a customer service office in Concord expanded channel capacity, continuation of the Institutional Loop for City use, continued operation of a customer service office in Concord, etc. In addition to public hearings, the City can also conduct a survey of cable subscribers and residents to further elicit information about Cable Service(s) in Concord.

Accordingly, the City Administration requests that the City Council authorize the City Manager to form a City Cable Television Committee for the purpose of conducting ascertainment hearings in accordance with applicable law(s) and to schedule those hearings as he deems appropriate.



10-20

CITY OF CONCORD

REPORT TO THE MAYOR AND CITY COUNCIL

FROM: Thomas J. Aspell, Jr., City Manager

DATE: October 1, 2014

SUBJECT: 2014 - 2015 City Council Priorities

Recommendation

Accept this report as to the current status of the City Council Priorities established on February 3, 2014.

Background

Members of the City Council met on February 3, 2014 to discuss and set priorities for the remainder of Calendar Year 2014, as well as Calendar Year 2015.

Discussion

Listed below, in ranked order, are the accepted priorities, projects and ongoing initiatives; and their respective statuses.

GOAL 1. BALANCED BUDGET ISSUES: FY 2015 and 2016

a) Collective Bargaining/Contract Negotiations

Status: All unions are currently under contract. Our next contract negotiations will likely begin in early 2015 with the Concord Fire Officers Association, whose contract expires on 6/30/2015. By eliminating the Point of Service health plan from all contractual language, we have been able to reduce our plan offerings to three, more cost effective HMO selections through Harvard Pilgrim. Further, five of the unions have entered into contracts that provide for cost sharing of medical and dental premiums. The Concord Police Supervisors Association (CPSA) will begin cost sharing in July 2015, and the remaining four unions will begin cost sharing in July 2016.

b) Grant Writing

Status: In April, the City was awarded \$155,000 in Community Development Block Grant funds to support renovations to NAMI-NH's facility on North State Street.

The Fire Department was notified in August that it will be receiving an additional \$111,690 to fund the acquisition of new self-contained breathing apparatus. This grant is in addition to the \$371,826 award that was announced in June and is provided through the Assistance to Firefighters Grant Program of the Federal Emergency Management Agency.

The Police Department currently manages four Justice Assistance Grant awards, which have provided approximately \$120,000 to the Concord Police Department and the Merrimack County Sheriff's Department. These funds are designated for equipment, training and other police-related needs identified by each agency to improve the police services provided.

The Police Department participates in the Ballistic Vest Partnership Program, which provides 50% of funding for the Department's purchase of ballistic vests. The Department also receives funding through the NH Highway Safety Agency to conduct initiatives designed to keep the City's roadways safer. These initiatives include enhanced enforcement patrols on Loudon Road, downtown pedestrian safety patrols, DWI patrols, seatbelt enforcement patrols, and other initiatives targeting aggressive driving and pedestrian safety.

In 2013, the Police Department applied for and was approved to receive funding through the Office of Domestic Preparedness, State Homeland Security Program and Law Enforcement Terrorism Prevention Program, for a specialized response/rescue vehicle. The Department received this vehicle in July 2014. This vehicle will be an important asset for both the Department and the Central NH Special Operations Unit for incidents involving the need for a vehicle with such response capabilities.

In March 2014, the Police Department received funding through the State of NH Homeland Security and Emergency Management Exercise and Evaluation Program to conduct an active shooter exercise in conjunction with Concord Hospital. This exercise proved extremely beneficial in assessing not only the Department's response to an active shooter incident, but also in evaluating the interoperation capabilities of other responding agencies, as well as staff at Concord Hospital.

Future grant opportunities are being explored to determine their applicability to the Police Department and whether further action is warranted. A number of grant solicitations are expected during the upcoming year and the Department will remain vigilant in seeking out funding through these grants in order to further the Department's goals.

Library staff applied for and received a number of grants. They prepared a successful Reen Grant application (\$6,635) for additional comfortable, stacking chairs for the auditorium, and new plastic chairs for children's programs. They also received the following grants from the Concord Public Library Foundation: \$370 for PlaySpace equipment in the Children's Room; \$375 to purchase books to give away at National Night Out; \$645 to help with the Teen Summer Reading Program; \$1,000 to purchase books for Book Club kits; and \$600 to purchase a discounted library pass for patrons to the Museum of Science in Boston. All of these grants help supplement the offerings the library provides for the community. In addition, the Library recently received a grant from the Network of Libraries of Medicine to purchase library materials for three programs, as well as to support the filming of the three programs for the Library's YouTube channel.

c) Health Insurance Costs

Status: The City has worked diligently with Harvard Pilgrim Healthcare to accomplish a five year average increase on premiums of only 5%, with the last two years representing a rate hold. In that time, we have been able to maintain the level of benefits provided to our employees. We have increased our wellness program participation amongst employees and spouses with a focus on providing more physical and healthcare consumer awareness. This has correlated to lower claims costs and fewer high cost claimants. Further, through successful contract negotiations, we have been able to eliminate two of our costliest medical plans, which has resulted in a savings on retiree health care costs. Lastly, five of our six unions have agreed to a cost sharing provision with respect to premium payments on medical and dental insurance, which will help to contain the cost of providing health care to employees. These changes will help to mitigate the potential impact of the pending Excise (Cadillac) Tax of 2018 under the Affordable Care Act by keeping our overall premiums lower.

GOAL 2. COMMUNITY-WIDE ECONOMIC DEVELOPMENT INITIATIVES TO EXPAND TAX BASE

Status: The Mayor's Impact Fee Committee completed its work in September 2014. The Committee's final report recommended a series of changes to the impact fee ordinance including the elimination of the Merrimack Valley School District impact fee, the transition from a square footage to a dwelling unit measure for residential impact fees, and the clarification of incentive language. The proposed ordinances will be sent to City Council in October for a suggested November public hearing.

The Upper Floor Development Committee met several times and comprehensively analyzed the municipal review process for downtown redevelopment projects, using the Endicott Hotel case as a model. This committee also held an open forum with downtown property owners from which one of the salient take-aways was the need for the community to revisit the creation of a possible downtown lender's consortium.

In terms of new development, Liberty Utilities received approval for the construction of a new 7,000 SF training facility at 10 Broken Bridge Road. In June, the redevelopment of a new auto dealership at 94 Manchester Street was approved by the Planning Board. In May, a new 3,300 SF Sugar River Bank branch at 198 Loudon Road was given the green light. In February, a 31,000 SF retail/restaurant center on Loudon Road, across from the Sears Auto Center, was approved.

The Concord Racquet Club was sold to a seacoast investor. The new owner plans to continue to operate the Club as a fitness/athletic facility with few changes in the short term. Long-term improvements are being contemplated.

GOAL 3. PUBLIC INFORMATION, MARKETING & COMMUNICATIONS

Status: The City is working effectively towards increasing public awareness through branding, marketing and communications.

- a) **Assessing:** All property assessments are available on the City website. The information includes property data along with building sketches. A Powerpoint presentation on the website entitled "Understanding Property Assessments and Taxation" is a useful tool for taxpayers who wish to become more familiar with the assessment process, tax credits, exemptions and tax bills.
- b) **Finance – Purchasing:** The Purchasing Division has considerable public contact, mostly through bids, proposals and quotes. Information is distributed to vendors as warranted. Vendors are encouraged to register on the City's website in order to receive e-mail notification when a solicitation has been issued that the vendor may be interested in. The Purchasing website is easy to navigate for any citizen wishing to review bids and proposals. The website is reviewed regularly to ensure all information is current and updated with every new bid or request for proposal that is released.
- c) **Community Development:** Louis Karno & Company has revamped the Main Street Project website and added two project "cams" located at both ends of Main Street. The firm continues to work closely with the construction team to disseminate information now that the construction phase has begun.
- d) **Fire Department:** The Fire Department's Facebook page has 2,058 followers. Since January 2014, 56 Facebook posts have been made relating to safety information and community and Department events, including the new Engine 4, retirements, promotions, fireworks safety and product recalls. The Fire Department's Twitter page has 444 followers and the same information is shared there. The Department's web pages are undergoing continual revision and the most frequently visited pages are being made more accessible. Additional safety information is constantly being added. The *Concord Monitor* has published 15 articles related to Fire Department activities, and WKXL has featured programming on current events in the Department.
- e) **General Services Department:** The General Services Department has significantly increased public information, marketing and communications since recently creating the new Communications Coordinator position.

The Department has refined and simplified its logo, and has branded itself as "Concord General Services." The Department continues to enhance its presence on the City website through continual monthly updates and adding pages with direct links to additional sources of information. The number of hits to the General Services Department's web pages has significantly increased from 39 home page hits, 51 Trash & Recycling page hits, and 18 Water/Sewer page hits in February 2014; to 493 home page hits, 963 Trash & Recycling page hits, and 562 Water/Sewer page hits in September 2014.

Another area the General Services Department successfully uses is the Citizen Request Tracker module, where residents may make requests through the "Report a Concern" feature on the City website. These requests are quickly routed to staff best positioned to respond quickly. The Department typically receives about six requests daily that become work orders. When the work is performed, the system electronically notifies the resident that their request has been completed.

A third tool on the City's web site that the Department successfully leverages is the "Notify Me / Newsflash" module. The Department has three subscription categories: 1) General; 2) Trash and Recycling; and 3) Street Maintenance. This module allows residents to subscribe to any of these categories and be notified via e-mail of relevant news. The Department currently has a total of 1,118 subscribers, after gaining 693 new subscribers when it implemented its promotional Pay-As-You-Throw Trash Bag Contest in spring 2014.

In February 2014, the General Services Department launched its own newsletter, *The General Gazette*. The newsletter is issued around the beginning of each month and features top stories from the Department. It is published on the City website and is shared on social media channels.

The General Services Department also launched a Google+ and a YouTube page. To date, the Department has created videos regarding downtown snow removal, spring yard waste collection, Arbor Day in White Park, a Water Fair, a Water Treatment Plant tour, and a Goody Bag Giveaway. The Department's YouTube page has gained 21 subscribers and 1,082 video views. The Google+ page has 19 followers and 16,405 page views.

In April 2014, the General Services Department created and mailed its first annual Trash and Recycling brochure to residents. The brochure included information regarding PAYT trash bag locations, recycling, contact information and a calendar of trash holidays and other solid waste events. The brochure received the 2014 Outstanding Recycling Brochure Award by the Northeast Resource Recovery Association.

In June 2014, the General Services Department launched a Twitter page. The Department diligently tweets about street sweeping, road work, water conservation promotions, arena events and more to its quickly gained 94 followers.

In July 2014, the Department initiated a Facebook page. Followers are steadily growing, with the page currently at 201 "likes". Also in July, the Department had a presence at Downtown Market Days, with a mini golf hole built by staff, which advertised General Services' social media pages and the City website. Another community engagement opportunity was with the Department's Truck Photo Contest. The Department requested Concord residents to submit photos of what Concord means to them. Two winning photos will be printed on Casella trash and recycling trucks.

In August 2014, the Department attended National Night Out to promote its vehicles, water conservation, solid waste, etc. The mini golf hole from Market Days was brought back as well. Also in August, the Department created and mailed a water brochure, which contained information about utility billing, water conservation, water quality, and two new promotions: 1) a Goody Bag Giveaway which encourages residents to follow the Department's Facebook, Twitter, Google+, and YouTube pages with an incentive of a free goody bag filled with General Services' promotional items; and 2) the "E-Z Pay for WaterSense" contest, which encourages water consumers to enroll in E-Z Pay for Utility Billing for a chance to win a WaterSense labeled showerhead.

The General Services Department also regularly features press releases in the local media regarding important information about events, programs and promotions.

- f) **Human Resources:** In an effort to improve outreach activities as they pertain to position vacancies within the City, the Human Resources Department utilizes online cloud-based recruitment software for applications. Now an applicant can be made aware of other City job opportunities by completing a job interest card. Job interest cards are sent out to those who have completed a profile and have let us know what types of work they are looking for. This has served to reduce phone calls within the Department, while saving the job seeker time in having to check back to our website. It has also saved in recruitment advertising costs. Our job vacancies are a hotlink from the home page of the City's website.
- g) **Library:** Staff has focused on improving marketing by revising the Library's list of publicity contacts in order to reach a broader audience. Staff created two Tumblr pages – one for teens and one for book clubs and adult readers. The Library has created a YouTube channel and maintains a Facebook page. The Library makes great use of the Newsflash feature of the City website, highlighting upcoming programs and information about library services. Staff continues to highlight library services and programs through monthly *Insider* ads.
- h) **Parks & Recreation:** The Department creates four seasonal brochures each year, which are delivered to all elementary school children in the city. These brochures highlight all Department programs and events for the next 3-4 months. The content of the brochures is also posted on the Parks & Recreation web site. In addition, the Department maintains a very active Facebook page, with over 1,600 "likes". The Department also creates a monthly newsletter for the web site, weekly news releases for local media, a monthly TV show ("We Are Serious About Fun") with Concord TV, and numerous public service announcements. The Department works very closely with the Friends of the Audi to advertise events and rental opportunities.

The Parks & Recreation Department also maintains the web site for the Beaver Meadow Golf Course. Staff creates and sends out weekly and monthly e-mail blasts to several thousand golfers who have signed up to belong to our online e-club. The web site receives between 2,500 and 3,500 unique web hits per month. The Department also maintains a very active Facebook page for the course, with over 1,100 "likes". During the golf season, staff coordinates weekly newspaper and radio ads. This past summer, the Department made a promotional video with Concord TV.

- i) **Police Department:** The Police Department utilizes a number of social media sites, as well as the City website to present information regarding the Department to the public and to keep the public informed of events occurring within the City. The Department's website includes many pages with valuable information, including guidance on how to obtain reports and other services that the Department provides. The site also provides notification on upcoming hiring processes, drug take-back days, upcoming citizen police academies, and other events. In addition, all Department press releases are placed on the Department's web page.

The Police Department's Twitter page has over 1,000 followers and its Facebook page has approximately 600 friends. Both of these sites also disseminate information regarding Department and/or City events, and provide emergency information as necessary.

The Department also administers the Concord Regional Crimeline, which allows individuals to anonymously provide tips regarding ongoing investigations in Concord and surrounding towns. Tips can be submitted by phone, online or by text message. Since January 1, 2014, over 210 tips have been received by the Department through Crimeline. These tips have led to the arrest of 13 individuals and closed out numerous cases.

The Community Resources Unit of the Police Department produces a segment on Concord TV entitled, "On the Beat", which is aired every other month. "On the Beat" allows the Department to disseminate news of interest regarding the Department, as well as helpful tips to prevent crime and how to respond if one has been a victim of crime. In addition, interviews are conducted with other City employees and community leaders to help pass on useful information to the residents of Concord.

The Police Chief participates in a weekly radio show on WKXL, where different topics are addressed based upon events occurring in the city, state and, on occasion, the nation.

GOAL 4. PARKING MASTER PLAN / IMPLEMENTATION MEASURES

Status: The City issued a Request for Qualifications and Experience (RFQ) for this project on January 21, 2014. Statements of qualifications were received on February 28, 2014 from four consultant teams. Consultant teams were subsequently interviewed on April 4th and April 21st. On June 9, 2014, the City Council appropriated \$115,000 to proceed with the project. On June 24, 2014, the City engaged Nelson Nygaard and Desman Associates to undertake the project. The total contract is \$108,775. The project began this summer with data collection. To date, the consultant has reviewed all past City parking studies, completed an inventory of all public and private parking spaces in the study, as well as held 10 stakeholder focus group meetings. Stakeholder forums included residents, downtown business owners and employees, the State of New Hampshire, the US Federal Court, UNH Law School, landlords and developers, as well as staff from the Parking Division and the General Services Department. A community "open house" to receive public input about the City parking system has been scheduled for October 6th, from 5:00 PM to 8:00 PM, at the Capitol Center for the Arts. The goal is to complete the study in early calendar year 2015 for implementation as part of the FY 2016 budget.

PROJECT 1. MAIN STREET COMPLETE STREETS PROJECT

Status: The project received City Council approval on July 30, 2014. Two additional meetings with downtown merchants were held in August to arrive at the preferred construction sequence. Ultimately, the merchants attending unanimously approved the construction of the entirety of the North Main Street streetscape in 2015, with the southern section, from Pleasant Street to Concord Street, being done in 2016.

Per Council direction, a lighting firm was sought to be part of the project team. The lighting design firm of Horton Lees Brodgen, with offices across the country, including in Boston, was selected. A lighting design will be presented to City Council by December 2014.

It is expected that a way finding signage package will also be presented to Council by year's end.

PROJECT 2. CITYWIDE MULTI-GENERATIONAL COMMUNITY CENTER

Status: On April 23, 2014, the City engaged a design team for the project led by the H.L. Turner Group of Concord. City staff and the design team met with stakeholders on May 29, 2014, and June 24, 2014, to review the 2011 proposed space recommendations and discuss any potential changes the community may desire moving forward. As part of the FY 2014 and FY 2015 budgets, the City has appropriated approximately \$751,000 to complete design. Focus group meetings were held in May with six stakeholder groups, including the Recreation and Parks Advisory Committee (RPAC), to confirm the findings of the 2011 Needs Assessment, as well as reintroduce the community to the project. A public forum was held on June 24th. During its August 2014 meeting, staff reported on the results of the stakeholder input and the City Council authorized the City Manager to proceed with schematic design, as well as updates to the 2011 business plan and financial pro forma for the project.

PROJECT 3. OPPORTUNITY CORRIDOR ECONOMIC DEVELOPMENT

a) South Main Street

Status: On June 9, 2014, the City Council authorized the City Manager to enter into a Purchase and Sales Agreement with the State of New Hampshire to acquire the former Employment Security property located at 32-34 South Main Street. The City Council also appropriated \$1.99 million, supported by the Sears Block TIF District, to support this effort. The City plans to acquire the property for the purpose of holding it on an interim basis until such time as a developer can be found with a suitable redevelopment plan that maximizes the highest and best use of the property. Environmental and title due diligence was completed in September. A closing date for the sale has been postponed pending further conversation with the City Council and the State of New Hampshire concerning the results.

Concord Steam representatives have not approached the City since their announcement in December 2013 to abandon the development of their new plant at the South Main Street/Langdon Avenue site. The City has directed developers in need of project sites to the area but, to date, is not aware of any concrete plans for the property.

b) Penacook Village

Status: The final phase of environmental cleanup activities at the Former Allied Leather Tannery and Amazon Realty sites were completed in August and a full report was provided to the City Council in September. Working with its environmental consultant, the City is in the process of amending institutional controls for the site, as well as project close-out with the USEPA and NHDES. With cleanup now completed, staff will re-engage developers who had previously expressed interest in the project. Should those efforts not be successful, the City will place the property on the open market with a commercial real estate broker.

The overhead power lines were buried in downtown Penacook over the spring. The visual difference has been warmly received. Construction on the roadway progresses and the roundabout is expected to take shape over the next couple of months.

City Planning staff and the consultant continue to finalize the Penacook Village Zoning study. It is anticipated that this project will be closed out in the fall.

c) Downtown 2nd & 3rd Floor Redevelopment

Status: The Upper Floor Development Committee continued its review of the City's development review process to determine what changes, if any, should be implemented to facilitate upper floor development. A forum with downtown property owners over the summer illustrated a need for alternate funding sources for redevelopment projects. The committee is exploring a possible lender's consortium.

d) North Central Corridor/Storrs Street Connection & South End Rail Yard

Status: On May 12, 2014, the City Council authorized the City Manager to enter into a Purchase and Sales Agreement with Tsunis Holdings to acquire a 4.04 acre property to facilitate future construction of Storrs Street North. The City Council also approved Resolution #8756, which appropriated \$1.05 million to support this purchase and related activities. Environmental due diligence was completed in August, as well as negotiations with the State of New Hampshire and Pan Am concerning escheated rights and conversion of the existing private at-grade crossing easement to a public crossing in order to support construction of the Storrs Street North Extension. The closing date for purchase of the Tsunis property has been extended to October 1, 2014.

PROJECT 4. EXPAND NEIGHBORHOOD STREET IMPROVEMENT PROGRAM

Status: To maintain our local roadway network of 220 miles of streets, annual funding level estimates for three paving cycles are listed below:

- 20-Year Paving Cycle: \$3.2 million
- 25-Year Paving Cycle: \$2.6 million
- 30-Year Paving Cycle: \$2.2 million

In recent years, the City has invested in its major arterial streets that receive heavier traffic volumes and, consequently, has had to reduce annual expenditures directed towards local streets to approximately \$1 million. With the funding for the final phase of the Route 3 North Street Rehabilitation project now in place, City Council may now be able to focus on funding for local neighborhood streets. At the same time, City Council and Administration will determine how to best augment existing funding with new sources to increase the number of local neighborhood streets to be repaved each year. The General Services Department is actively engaged in the development of that plan and has launched an informational page on the City's website.

ON-GOING INITIATIVE 1. MAJOR TRANSPORTATION CORRIDOR IMPROVEMENTS

Status: Work on CIP #35 (Route 3-Village Street Improvements) has made significant progress. The downtown utilities were placed underground, the roundabout and sidewalks completed, and paving done. Work is now progressing southward.

CIP #19 (Loudon Road Improvements): The "road diet" was approved by City Council and is under design. Construction is anticipated during the spring/summer of 2015.

CIP #40 (Langley Parkway): A draft report on the Langley Parkway project findings to date is being reviewed by staff. A final report is anticipated to be distributed to Council later this year in preparation for the CIP out years meeting.

ON-GOING INITIATIVE 2. MUNICIPAL COMPLEX IMPROVEMENTS

Status: In March 2014, the General Services Department completed a major renovation of the second and third floors of City Hall, which consolidated Finance Department staff on the second floor and Engineering and Planning Division staff on the third floor. The work consisted of the renovation of approximately 3,100 square feet of office space. With these improvements, both Deputy City Manager offices are located on the second floor adjacent to the offices of the City Manager and City Solicitor. The work included constructing a new private office and repurposing a larger private office into a needed conference room on the second floor. Planning staff were moved to the third floor with a new private office constructed for the City Planner. A small conference room on the third floor was also constructed for use by Engineering and Planning staff. The work also included a new entryway into the repurposed space for the Engineering and Planning staff, with extended counter service. New office furniture and privacy cubicles were also provided to enhance the work environment.

ON-GOING INITIATIVE 3. MEMORIAL FIELD COMPLEX IMPROVEMENTS

Status: The General Services Department managed the much-needed renovations of the press box and immediate grounds of the Doane Diamond baseball complex at Memorial Field. Work included a new roof, new siding, new windows and a refurbished interior. Security panels were installed to cover the windows when the building is not in use. The

stairway to the second floor was reconstructed to meet present code and safety requirements. The grounds were improved, including the addition of foundation drains, area drains and a ground water pumping station to improve the wet conditions of the past. The work on the building included the addition of two large overhead doors at each end to provide secure storage space for equipment. Walkways and access drives were reconstructed and paved for safe access for users and patrons.

ON-GOING INITIATIVE 4. SEWALLS FALLS BRIDGE

Status: The uncertainty of federal highway and bridge infrastructure funding has led the State of New Hampshire to withhold the distribution of designated federal dollars for this project, pending resolution by Congress. The original "earmark" for this bridge is being released, but the current lack of construction dollars has resulted in the deferral of the release of bid for this project from November 2014 to February 2015.

The existing bridge continues to deteriorate and is not expected to withstand another harsh New Hampshire winter in its current state. As a result, the City Engineer has recommended that the bridge be closed permanently by December 1, 2014. City Council accepted this recommendation at its September 2014 meeting.

ON-GOING INITIATIVE 5. CREATE AND EXPAND PARTNERSHIPS (particularly in regards to Recreation & Economic Development Opportunities)

Status: The City continues to work closely with the developer of the proposed 31,000 SF retail/restaurant project located across from the Sears Auto Center on Loudon Road. The developer is poised to close on the purchase of the needed State and City property in the fall, pending the final resolution of its due diligence.

The Library has partnered with the NH League of Conservation Voters on a public meeting with an EPA representative; the National Network of Medical Libraries for programs and materials; the Appalachian Mountain Club for programs; and Second Start for an English language learning group. The Library also has a number of community partners for Concord Reads programs.

ON-GOING INITIATIVE 6. CREATIVE ECONOMY WORK

Status: A fact-finding visit was made by City Councilor Byron Champlin and representatives from the Chamber of Commerce and NHTI. The Plymouth State Enterprise Center was carried out over the summer. Representatives of the Enterprise Center made a formal presentation to EDAC at its September 2014 meeting. EDAC and Creative Concord continue to explore the feasibility of a business incubator for Concord.

ON-GOING INITIATIVE 7. HALL ST. WASTEWATER TREATMENT PLANT ODOR CONTROL PROGRAM

Status: The second phase of the three phased comprehensive odor mitigation program at the Hall Street Wastewater Treatment Plant has been successfully operating since November 2013. In order to ensure that future capital funds are spent appropriately, the General Services Department is moving forward with two rounds of odor source sampling and analyses in FY 2015. This effort is intended to rank remaining unmitigated sources of odor and to determine the effectiveness of the investments made to date. Atmospheric dispersion modeling will also be conducted to predict potential off-site odor emissions. The current Capital Improvement Program has funds scheduled in FY 2016 and FY 2017 to address remaining process areas that are identified as significant contributors to off-site odor emissions.



CITY OF CONCORD

REPORT TO THE MAYOR AND CITY COUNCIL

FROM: Robert J. Mack, PE, PTOE, Traffic Engineer

DATE: September 30, 2014

SUBJECT: Report from the Traffic Operations Committee in response to a communication from Councilor Herschlag requesting consideration be given for traffic calming methods or a three way stop at the Washington/Borough/River intersection.

Recommendation

Accept this report.

Background

On May 17, 2014, Councilor Herschlag submitted a communication to City Council requesting consideration be given for traffic calming methods or a three way stop at the Washington/Borough/River intersection. City Council referred this request to the Traffic Operations Committee (TOC) on June 9, 2014. TOC considered this request at its June 17, July 15 and August 19, 2014 meetings. This request was also discussed by the Transportation Policy Advisory Committee on September 25, 2014. This request was considered in tandem with a request by Councilor Herschlag to consider sidewalk and pedestrian-friendly improvements to Borough Road easterly to Alice Drive (reported to Council under separate cover).

Discussion

The Washington/Borough/River intersection is a highly skewed intersection. As illustrated on top of the attached figure, the existing configuration allows turns to occur at two 'intersection' areas, each separated by a small island with a utility pole. At issue is: through traffic can continue at speed between Washington and River Roads as well as River and Borough Roads; the speed of non-stopping traffic coupled with more than one location to turn creates uncertainty for other turning vehicles; and Borough Road westbound traffic at the stop line requires a difficult, highly-angled view along Washington Street to the right.

This intersection is one of several highly-skewed intersections that are included in CIP 520, Intersection Safety Improvements. Identified by TOC, these intersections have skewed geometry, multiple side-street approaches, sight distance limitations and potential for high-speed turns. Other intersections include the former Mountain/Shaker intersection and the

Loudon/Old Loudon Road intersection. These improvement projects typically involve substantial road reconstruction. As such, each is generally scheduled concurrently with the annual paving program to reduce costs. As such, the Washington/Borough/River intersection might be considered in FY 2018.

An appropriate intersection reconfiguration recommended by TOC is illustrated in the bottom figure of the attached map. Indicated is the full relocation of the Borough Road approach to a right-angle, stop-controlled intersection with Washington Street. Washington Street to River Road remains the 'through' street. Removed is the high-speed, non-stopping movement from River Road to Borough Road. This option reduces the speed of turning traffic, improves the sight line for Borough Road westbound traffic at the stop line, and substantially reduces the unnecessarily-large size of the paved intersection area which enhances safety for all users (vehicles, pedestrians and bicyclists).

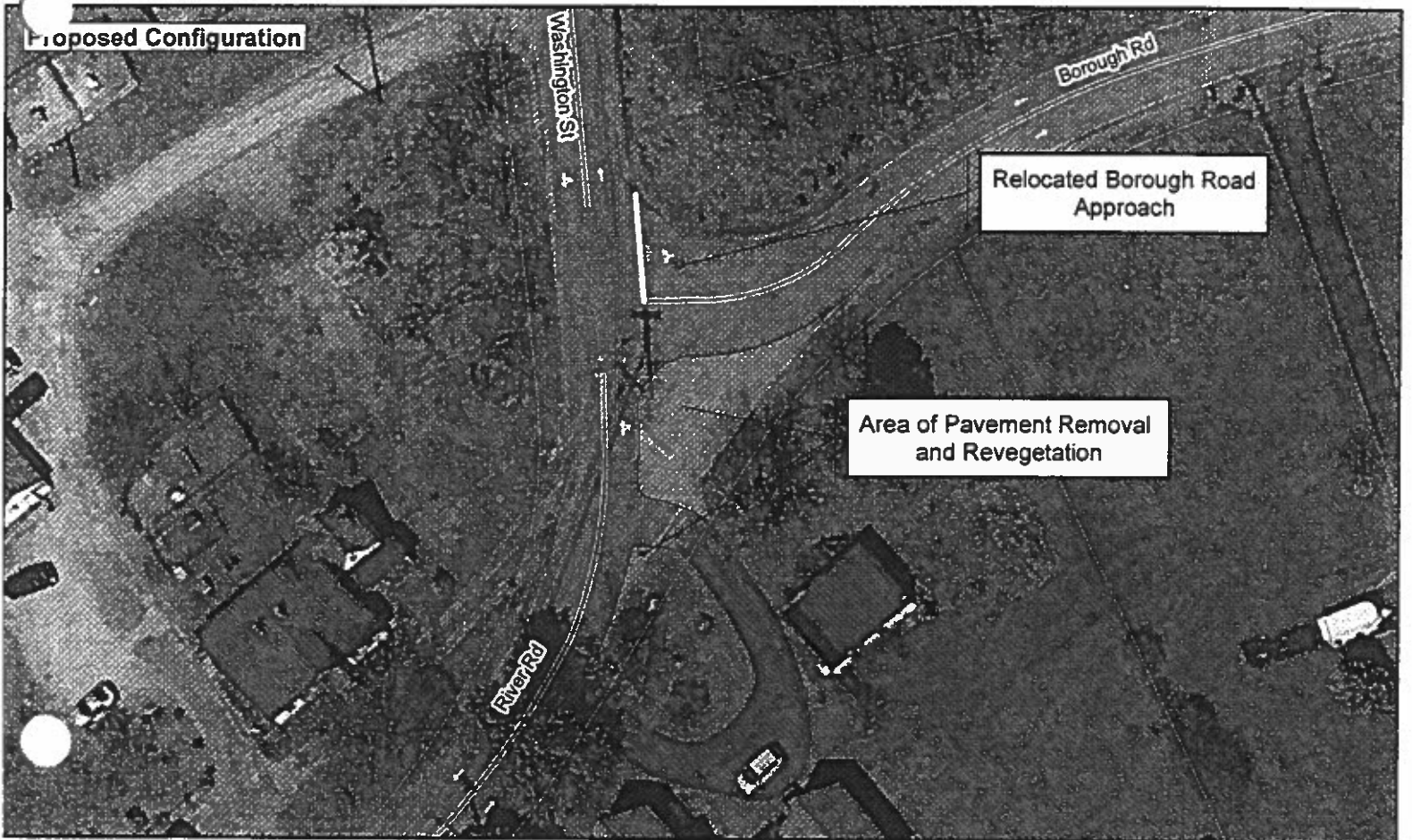
General Services indicated that if the above reconstruction can be limited to low-cost saw-cutting and removing of pavement (as opposed to higher-cost street reconstruction and new paving), that such improvements could be constructed by GSD staff now under its current budget. As such, Engineering and GSD staff collaborated on the attached layout plan which would include: saw-cutting and removal of existing pavement as indicated, loam and seeding to vegetate removed paved areas; installation of several chevron signs to highlight the new edge-of-road alignment; and minor changes to intersection pavement markings. Also recommended is the planting of several trees in the vegetated areas to enhance the visual perception of the abandoned pavement area. Cost for potential trees is estimated to be several hundred dollars and would be beyond GSD budget limits. Engineering will explore alternative funding sources for trees. In the longer range, this improvement offers an opportunity for an 'adopt-a-spot' location for an interested party.

Both TOC and TPAC endorse the attached intersection reconfiguration plan as an appropriate and cost-effective solution to a previously identified intersection deficiency. These improvements address the traffic operational concerns in the Council referral much more appropriately than just adding signage or other traffic calming devices to the existing intersection. With Council acceptance of this report, Engineering and General Services will collaborate to finalize the layout of intersection changes with construction to be done by General Services as its schedule allows.

RJM/rjm

attachment

cc: Traffic Operations Committee
Transportation Policy Advisory Committee
Chip Chesley, General Services Director







CITY OF CONCORD

130

REPORT TO THE MAYOR AND CITY COUNCIL

FROM: Robert J. Mack, PE, PTOE, Traffic Engineer

DATE: September 26, 2014

SUBJECT: Report from the Traffic Operations Committee in response to a communication from Councilor Herschlag requesting consideration be given for filling the sidewalk gap along Borough Road between Primrose Lane and the Sandwood Crossing development near Alice Drive and for pedestrian-friendly improvements along the section of Borough Road from the Washington/Borough/River intersection heading easterly to Primrose Lane.

Recommendation

Accept this report.

Background

On May 17, 2014, Councilor Herschlag submitted a communication to City Council requesting consideration be given for filling the sidewalk gap along Borough Road between Primrose Lane and the Sandwood Crossing development near Alice Drive, and for pedestrian-friendly improvements along the section of Borough Road from the Washington/Borough/River intersection heading easterly to Primrose Lane. City Council referred this request to the Traffic Operations Committee (TOC) on June 9, 2014. TOC considered this request at its June 17 and August 19, 2014 meetings. TOC findings were also discussed with the Transportation Policy Advisory Committee on September 25, 2014. This request was considered in tandem with a request by Councilor Herschlag to consider traffic safety and pedestrian-friendly improvements at the Washington/Borough/River intersection (reported to Council under separate cover).

Discussion

Borough Road is an urban collector street about one mile long and located within the Urban Growth Boundary. One travel lane is provided in each direction and a 30 mph speed limit is posted. It intersects with Fisherville Road to the east and Washington Street to the west and provides access to a mix of residential properties, with density generally higher toward the east. Sidewalk currently exists along the southern side of Borough Road from Fisherville Road to about 500 feet west of Alice Drive. A 200-foot segment of sidewalk was also constructed in 2008 along the north side of Borough Road between Millstream Lane and Primrose Lane, which in conjunction with a crosswalk at Primrose lane, provides a connection between sidewalks within the residential developments accessed by these two

side-streets. A goal of the city's Master Plan is to fill in missing sidewalk gaps along collector and arterial streets within the urban boundary, which would include Borough Road.

A similar request for sidewalk in the area of Blueberry Lane was referred by Council to Engineering staff in 1998. At that time, staff prepared a comprehensive review of options for sidewalk improvements in this area on either the north or south sides of the road. The investigation included reaching out to property owners on both sides of the street to solicit feedback on the various options. Staff's findings were summarized in a November 5, 1998 report to Council (attached) which generally concluded that widening Borough Road on either the north or south side to accommodate adequate pedestrian travel would require the City to obtain public highway easements and pay damages or negatively impact abutting properties. Staff's recommendation, accepted by Council on November 9, 1998, was that the construction of sidewalk should be incorporated into the CIP or be constructed as development along Borough Road occurs.

Following that report, gravel shoulders on Borough Road were slightly upgraded by the City in the area of the curves near Blueberry Lane. Sidewalk was later constructed along the south side of Borough Road in the vicinity of the Sandwood Crossing development. In 2008, funding was available for additional sidewalk construction in the area under CIP 17. Due to continued concern by select property owners to the construction of sidewalk along their frontages, only a short 200-foot segment of sidewalk was built along the north side of Borough Road to connect existing sidewalks in the Millstream Road and Primrose Lane subdivisions (a crosswalk to the south side was constructed at the Primrose Lane intersection). The potential for additional sidewalk along the south side of Borough Road near Lilac Street is currently being considered by staff in the review of the potential redevelopment of #61 Borough Road (reference to: ZBA Application 19-14).

Challenges in constructing sidewalk or pavement widening along the westerly end of Borough Road are similar to those reported for the Blueberry Lane area in the 1998 study. A particular constraint is the 33-foot wide right-of-way along the segment between Washington Street and Fowler Street. A pedestrian-friendly enhancement, however, is realistically feasible at the Washington/Borough/River intersection and is reported to Council under separate cover.

TOC concurs with the recommendations of the 1998 report, and in particular, to continue to explore opportunities to construct additional sidewalk segments along Borough Road in conjunction with property redevelopments.

RJM/rjm

attachment

cc: Traffic Operations Committee
Transportation Policy Advisory Committee



RICHARD K. PERKINS, P.E.
CITY ENGINEER
603-225-9825

City of Concord, New Hampshire

ENGINEERING DEPARTMENT
CITY HALL • 41 GREEN STREET • 03301

Approved
Nov 9 98

November 5, 1998

City Council
City of Concord
New Hampshire

Re: Borough Road - Unsafe Pedestrian Conditions near Blueberry Lane

To the Honorable Mayor and Members of the City Council:

Recommendation

Widen the gravel shoulder three to four feet along Borough Road in the vicinity of Blueberry Lane.

Background

In July, the City Engineer presented a report to City Council in response from a request from Mr. Duffy and others to either widen Borough Road or add a sidewalk. The City Engineer recommended that gravel be added to the existing 2-3 foot wide semi-gravel shoulder along the west side of this section of Borough Road (along the inside of the road curvature) and a double yellow centerline be repainted (the centerline has since been repainted). This interim solution was based on the fact that Borough Road is scheduled for paving reclamation in 2004 and at that time the shoulder could be widened and additional travelway striping added to improve pedestrian and bicycle travel. The City Engineer also stated that the City has no projects in its six-year capital improvement program for new sidewalks on any of its rural collectors. Sidewalk construction on these roads would occur as development along the road progressed.

The City Council referred the report to the Engineering Department to review other possible alternatives and associated costs.

Discussion

Representatives of the Engineering and General Services Departments met on-site to collect field data and meet with the abutter. The following options were considered

Option #1: Widen the south side of Borough Road by approximately five feet, relocate the centerline southerly and allow for a edge of travelway striping.

This would provide two twelve foot travel lanes and a three foot gravel shoulder along the north side of Borough Road and a two foot wide ~~square~~ gravel shoulder along the south side of the road.

Cost: Force Account \$1,800.00

Impact: Further field data revealed that the City has a thirty-three foot right-of-way along this section of Borough Road. The existing edge of pavement along the south side of the road actually is outside of the right-of-way as a result no widening could occur without first acquiring an easement from the abutter for public highway purposes. This option was not pursued further.

Option #2: Full depth reclamation

Borough Road to provide for two twelve foot travel lanes and a three foot shoulder.

Cost: \$125,000.00.

Impact: Provides for an improved travelway however does not significantly improve pedestrian safety.

Staff would not recommend paving the shoulder for this is along the inside of the horizontal curvature of the road. Motorists tend to "hug" the inside of the curve, especially if it's a paved surface.

Option #3: Full depth reclamation of Borough Road as described in option #2 above and provide for curbing and sidewalk along the south side of the road from Blueberry Lane to Fisherville Road.

Cost: \$200,000 plus right-of-way costs.

Impact: Obtain public highway easements from abutters and pay damages for the additional right-of-way needed to construct the sidewalk.

Option #4: Maintain existing travel lanes and regrade slope to provide for a 5 foot gravel shoulder on the north side of the road. This work would include the removal of 4-6 large pine trees.

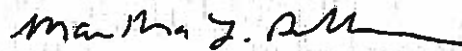
Cost: \$8-10,000

Impact: Funds not in existing operating or CIP&B. Removal of large trees and abutting property owners opposed to this option.

Conclusion:

To this end, any widening along Borough Road on either the north or south side to accommodate adequate pedestrian travel will require the City to obtain public highway easements and pay damages or negatively impact abutting properties. Therefore, the department concurs with the recommendation of the former City Engineer to widen the existing gravel shoulder as an interim solution. The construction of a standard sidewalk should be incorporated into the CIP & B or be constructed as development along Borough Road occurs.

Sincerely,



Martha L. Drukker
Acting City Engineer

MLD/b

RIGHT-OF-WAY PLAN REFERENCES:

1. R.O.W. WIDTH FROM PLAN OF LAND OF PIRIE BROWN, CONCORD, NH PREPARED BY LAWRENCE WHITE JUNE 8, 1948
2. R.O.W. WIDTH FROM STREET LAYOUT RECORDS, ENGINEERING DEPARTMENT AS DESCRIBED IN 1788

The map shows a section of land with several features:

- BOROUGH ROAD**: A road running diagonally from the top left towards the bottom right.
- BLUEBERRY LANE**: A road branching off from Borough Road towards the bottom left.
- WOOD RAIL FENCE**: A line of dots representing a fence, located between the road and the property of Pirie Brown.
- HODGES 38 BOROUGH ROAD**: A property located to the right of the main road.
- RIGHT-OF-WAY LINE**: A dashed line indicating the boundary of the right-of-way, with a **33'** measurement noted.
- North Arrow**: Located in the upper left corner, pointing towards the top of the page.

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 - WOOD RAIL FENCE**: A line of dots representing a fence, located between the road and the property of Pirie Brown.
 - HODGES 38 BOROUGH ROAD**: A property located to the right of the main road.
 - RIGHT-OF-WAY LINE**: A dashed line indicating the boundary of the right-of-way, with a **33'** measurement noted.
 - North Arrow**: Located in the upper left corner, pointing towards the top of the page.

FILE: K:/NOMERGE/BOROUGH.NEW.dwg



CITY OF CONCORD

REPORT TO THE MAYOR AND CITY COUNCIL

FROM: Transportation Policy Advisory Committee
Traffic Operations Committee

DATE: September 30, 2014

SUBJECT: Report from the Transportation Policy Advisory Committee and the Traffic Operations Committee in response to a referral from Councilor Todd regarding a communication from a resident on Snow Street with concerns on traffic speeds along Snow Street.

Recommendation

Accept this report.

Background

On July 11, 2014, Councilor Todd submitted a communication to City Council from Julie and Jason Petty of #48 Snow Street with concerns on traffic speeding along Snow Street and using it as a cut-through route to avoid the signal at the Village/Manor intersection. City Council referred this request to the Transportation Policy Advisory Committee (TPAC) on July 14, 2014. TOC considered this request at its August 19, 2014 meeting and it was again discussed with TPAC at its meeting on September 25, 2014.

Discussion

Julie Petty of #48 Snow Street addressed both TOC and TPAC (with Jason Petty attending the latter) with concerns on traffic speeds along Snow Street as well as the use of Snow Street as a cut-through route for some Village Street southbound traffic wanting to head east on Manor Road and wanting bypass the left-turn signal at the Village/Manor intersection. Requested was: the installation of multi-way stop signs at Welch Street and Bean Street to slow traffic on Snow Street; the striping of additional crosswalks at Snow Street intersections; and consideration of limited sight lines at the Snow/Welch intersection due to vegetation.

Engineering staff deployed the radar speed counters on Snow Street between the intersections of Welch Street and Bean Street for four days including a weekend from August 8 to 12, 2014. Average speeds were 23 mph and 85th percentile speeds were 29 mph; a 25 mph speed limit is posted. Several vehicles with high recorded speeds were noted on the four-day count and time-of-day data was provided to CPD. Staff observed traffic flow along Snow Street for about 20 minutes during the afternoon commuter peak. 10 vehicles

were observed: 7 were local residents on Snow Street; 3 appeared to be cutting through between Village Street and Manor Road; and all appeared to be travelling at reasonable speeds. Daily traffic volumes along Snow Street are very light, averaging 130 vehicles during the weekday and 190 during the weekend; that is the equivalent trip generation of less than 20 single family homes.

Pursuant to the August 19, 2014 TOC meeting, Concord Police Department performed targeted speed enforcement along Snow Street on several occasions. The officer reported that overall speeds appeared appropriate and that no unreasonable driving was observed. In total, several drivers (a mix of local residents and through drivers) were spoken to and a few warnings were given.

TPAC and TOC members felt that overall speeds along Snow Street were reasonable and appropriate, although enforcement was recommended for the few inconsiderate drivers noted. The use of Snow Street as a cut through was considered minor and may be related to a driver's choice approaching the left-turn signal at Manor Road. Staff suggested that the exclusive left-turn phasing at that signal may not be appropriate for the moderate volume of traffic using the intersection and that it might be beneficial to revise the signals (under CIP 35, Phase 6) to implement a flashing yellow arrow operation as has been done further south at Bog Road and Sewalls Falls Road. Reduced left-turn delay may attract drivers back to the left turn at the Manor Road signal versus deciding to turn at the last moment onto Snow Street. TPAC and TOC members concurred that the potential use of STOP signs for speed control would not be appropriate as traffic conditions fall far below the minimum traffic volume warrants under Federal guidelines. It is also possible that potential additional stop signs at intersections would result in increasing the mid-block (near #48) speeds of speeding drivers as they try to make up lost time. Staff noted that the sight-line restriction at the Snow/Welch intersection as reported by the resident appeared to be related to a conifer on private property, but that sight lines were observed to be adequate. Regarding crosswalks, sidewalk and crosswalks were constructed several years ago along the east side of Welch Street between Manor Road and Abbott Road in conjunction with providing a school walking route. As there is no other sidewalk in the immediate neighborhood area along Snow Street, the installation of additional crosswalks would not be appropriate.

Both TPAC and TOC endorse the option of considering a revision to the left-turn traffic signal at the Village/Manor intersection to a flashing yellow arrow. Also endorsed were the targeted enforcement efforts conducted by the Concord Police Department. The Pettys were appreciative of the opportunity to speak to both committees and participate in the discussion. In the end, they understood that the committees' recommendations were appropriate.

RJM/rjm

cc: Traffic Operations Committee
Transportation Policy Advisory Committee



CITY OF CONCORD

TJA

REPORT TO MAYOR AND THE CITY COUNCIL

FROM: Chip Chesley, General Services Director
DATE: September 29, 2014
SUBJECT: Critical Infrastructure Grants 2015

Recommendation

Accept this report and authorize the City Manager to apply for and accept grant funds available from the New Hampshire Department of Safety relative to Critical Infrastructure Protection grant funds via the Homeland Security Grant Program.

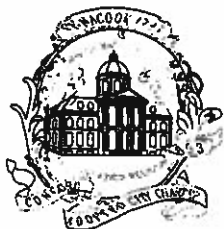
Background

The General Services Department requests City Council approval to authorize the City Manager to apply for and accept grant funds up to the amount of \$ 12,500 for the Hall Street Wastewater Facility and \$12,500 for the Hutchins Street Water Treatment Facility. The funds, from the NH Department of Safety, Critical Infrastructure Protection Program, will be used to purchase video surveillance equipment for both facilities to enhance these critical assets and minimize the potential for intrusions and threats.

Discussion

Upon City Council's approval of the report, the City Manager will execute the grant application and accept receipt of grant funds to purchase the video equipment.

Cc: Phil Bilodeau, General Service Deputy Director



CITY OF CONCORD

/AA

REPORT TO THE MAYOR AND CITY COUNCIL

FROM: Carlos P. Baía, Deputy City Manager – Development
DATE: October 1, 2014
SUBJECT: Update on Code Administration Office Hours

Recommendation

Accept this report recommending that the current pilot office hours for the Code Administration Office be made permanent.

Background

Unlike other offices on the City Hall complex that deal primarily with residents, the Code Administration office experiences a significant amount of walk-in visits from the contracting community. These are largely for building or trade permit matters. A number of contractors had asked if the Code office could open earlier to allow them to address their permit needs prior to arriving at job sites making for a more efficient use of their work time.

The Code Administration Office quantified the pattern of customer usage in 2013 and determined that the majority of the general public (non-contractors) visited the office from approximately mid-day to 3:30 p.m. while the contracting community's utilization was predominantly in the morning. Few customers made use of the office after 4 p.m.

In addition to tracking usage, the Code office also surveyed walk-in customers over one week in August as to their opinion of a possible 7:30 a.m. to 4:00 p.m. schedule. Fifty-two customers responded to the survey with 49 in favor of the change and 3 expressing no opinion.

In October 2013, Council accepted a staff recommendation to institute a pilot office schedule of 7:30 a.m. to 4:00 p.m. Monday through Friday effective November 4, 2013. The pilot was to last one year and staff indicated that it would report back to City Council before November of 2014 on the results.

Discussion

As was anticipated, the earlier office hours were welcomed by the contracting community and have been very well-utilized. There have been no complaints registered about the 4pm closing.

As a result, staff is recommending that this change be made permanent.





CITY OF CONCORD

REPORT TO THE MAYOR AND CITY COUNCIL

FROM: Carlos P. Baía, Deputy City Manager – Development

DATE: October 2, 2014

SUBJECT: Contract terms for Concord Municipal Airport Fixed Base Operator and Airport Manager

Recommendation

Accept this report recommending approval of the key terms for new Fixed Base Operator and Airport Manager contracts between the City of Concord and Concord Aviation Services.

Background

General aviation airports, such as Concord Municipal Airport, utilize private companies, known as "Fixed Base Operators" (FBO), to provide essential services to the flying community. These companies typically sell fuel, provide mechanical services, flying lessons and overall try to meet the needs of pilots and their planes.

As many general aviation airports around the country tend to struggle to generate sufficient operating revenue, it is a common practice to also "hire" the FBO as the airport manager in an effort to off-set the need to have a complement of permanent municipal staff dedicated to overseeing the airport.

Concord Aviation Services (CAS) has been the airport's FBO and manager since 1994. Their existing contract expired on June 30th of this year. In light of the changes in the aviation industry during that lengthy tenure, City staff and the Airport Advisory Committee recommended that the City issue an RFP for FBO services to determine the interest in the airport. This RFP was issued in the fall of 2013. Notice of the RFP was sent to FBOs around New England and the northeastern United States. There was only one respondent, CAS.

City Staff and CAS began negotiations in January 2014. An extension was offered to CAS under the former contract terms until October 31, 2014 to allow for more time to arrive at acceptable terms.

Discussion

The national aviation industry was dramatically impacted by the "Great Recession." The number of registered planes at Concord Airport has dropped from approximately 120 prior to the recession to less than 85 today. The largest revenue generator for the FBO, the NASCAR race weekends, have also seen significant decline. Whereas in peak years there might be over 100 planes using the Concord Airport for race weekend, today the numbers are less than 25. In addition, only 1.5 of the FBO's current 4 hangars are occupied by operating businesses.

According to the NHDOT Bureau of Aeronautics, this decline in general aviation airport utilization is widespread around the state and the country. Moreover, changes in the industry are also impacting commercial airports such as Boston-Manchester Regional which has seen a deep loss of flights over the last several years.

This economically constrained environment has created a situation that makes it very challenging to maintain profitability as an FBO. This was evident by the lack of interest to the City's RFP. In negotiations, it was critical to CAS that it afford itself some financial flexibility or it did not feel that it could remain viable.

Were the City not to utilize an FBO, it could run the aviation operations itself. This option was explored. It was determined, however, that with the City's limited resources, lack of expertise in aviation, and the current recessionary environment in general aviation, a municipal takeover would pose a significant operational and fiscal challenge for the City. This conclusion is likely shared by many general aviation airports across the country as most continue to rely on FBOs.

Nonetheless, City staff recognized that the aviation industry could improve. As such, the City did not want to bind itself to a long-term contract based on today's economic environment. Staff felt it was imperative to provide the City with the ability to re-gauge the aviation industry to determine if the currently proposed terms would still be acceptable several years from now. This proposed agreement affords the City the ability to seek another RFP or walk away from the contract prior to the actuation of a new term.

Within the context of the above, the following represent the new terms that were arrived at after nine months of negotiation. They are being recommended for approval:

1. FBO and Airport Manager terms will run from November 1, 2014-June 30, 2024;
2. 1st year annual base rent of \$44,000 with annual 2% increases for CAS' use of the City's four hangars and terminal building;
3. 10 year term with the option for a 10 year extension; City would inform CAS by the mid-point of contract year 8 (December 31, 2021) whether the City wished to issue an RFP or otherwise seek an alternate arrangement for the airport that would not involve CAS effective at the conclusion of year 10. If City does not choose to notify CAS of an RFP or alternative, the existing agreement terms (FBO and Airport Manager) will automatically continue with CAS for a second 10 year term for a total of 20 years;
4. If City chooses the RFP, CAS' existing agreement terms would be considered its submittal for the RFP. City would seek to have any submittal or agreement derived

from an RFP to City Council by the mid-point of contract year 9 (December 31, 2022) to provide CAS, if not the successful submitters, at least 1.5 years to transition out of the airport;

5. CAS will be provided with additional space in the airport terminal;
6. City will replace the roof on hangar 3 within the first 5 years of the term (currently in the approved FY 15 Capital Program—CIP #75);
7. CAS would comply with the insurance requirements proposed in the RFP;
8. CAS will continue to provide its financial information in the same format as required under the previous contract that expired June 30, 2014;
9. Fuel flow fee for aviation gas will be \$.07 per gallon; for jet fuel \$.26 per gallon;
10. Snow Plowing by the City would be done in accordance with the snow removal operations standard operating procedure promulgated in 2009.
11. Airport Fund would continue to cover the applicable property tax payment as was done in the prior contract.
12. CAS would limit the dedicated parking spaces for the car rental service in the Terminal parking lot to 12 spaces which will be provided by the City at no cost.
13. Airport manager contract will run concurrent to the term of the FBO agreement and would start at the current \$36,000 in year 1 and increase by 2% each subsequent year.
14. Approval of the aforementioned terms is contingent upon a positive recommendation from the Airport Advisory Committee (Due to a need to expedite approval for a November 1 start date, Council's acceptance of these terms is being sought now and would be conditional on a positive recommendation from the Airport Advisory Committee which is scheduled to meet soon after the Council).

CITY OF CONCORD

In the year of our Lord two thousand and fourteen

RESOLUTION

AUTHORIZING PREPAYMENT OF 2014 TAXES IN ACCORDANCE WITH RSA 80:52-a

The City of Concord resolves as follows:

- Section 1: The City Council authorizes the prepayment of taxes in accordance with the provisions of RSA 80:52-a, and authorizes the Collector of Taxes to accept payments in prepayments of tax.
- Section 2: That this resolution shall take effect upon its passage.



13A

CITY OF CONCORD
REPORT TO MAYOR AND THE CITY COUNCIL

FROM: Michael P. Jache, City Treasurer
DATE: October 1, 2014
SUBJECT: Resolution - Accept Prepayment of Taxes

Recommendation

Accept the attach resolution's to accept prepayment of the current real estate levy.

Background

Prepayment of Taxes

The passage of the attached resolution will authorize the Tax Collector and Deputy Tax Collector to accept payments from taxpayers who wish to budget their tax bill payments. Without authorization the collection office cannot legally accept these payments before the bill is mailed.

CITY OF CONCORD

In the year of our Lord two thousand and fourteen

RESOLUTION AUTHORIZING THE CITY MANAGER TO SUBMIT APPLICATIONS TO THE NEW HAMPSHIRE HIGHWAY SAFETY AGENCY AS OUTLINED IN ITS CURRENT GRANT PROGRAM

The City of Concord resolves as follows:

WHEREAS, the City of Concord is eligible to apply to the New Hampshire Highway Safety Agency as outlined in its current grant program;

WHEREAS, the City of Concord by way of its Police Department desires to impact unsafe driving habits through intensified traffic enforcement initiatives and equipment purchases during the remainder of 2014 and through the summer of 2015;

WHEREAS, the City of Concord by way of its Police Department desires to continue its efforts to improve the safety of our community's roadways;

WHEREAS, funds are anticipated to be available through the New Hampshire Highway Safety Agency.

NOW, THEREFORE, BE IT RESOLVED by the City Council of Concord that:

1. That the City Council authorizes the City Manager to submit the necessary grant application documents.
2. That this resolution shall take effect upon its passage.



CITY OF CONCORD

TJA

REPORT TO MAYOR AND THE CITY COUNCIL

FROM: Acting Deputy Chief Gregory S. Taylor, Police Department

DATE: September 26, 2014

SUBJECT: 2014/2015 New Hampshire Highway Safety Grants

Recommendation - through the City Manager, authorize the Police Department to apply for funding through the New Hampshire Highway Safety Agency for roadway safety initiatives and equipment in 2014 and 2015.

Background - the New Hampshire Highway Safety Agency has begun preparing its programs for the next Federal Fiscal Year which runs from 10/01/14 through 09/30/15. For many years, the Police Department has sought assistance from the New Hampshire Highway Safety Agency to assist with some of our proactive roadway safety programs such as added DWI enforcement, Seat Belt education and enforcement, our summer Loudon Road intensified traffic enforcement program, along with additional equipment purchases. It is our intention to continue this valuable relationship which allows us to place additional police officers and equipment in the field to assist in our continuing effort to address traffic concerns and make our roadways safer.

Discussion - acceptance of the varied grants will be individually presented to the City Council for additional review. All accompanying costs or matches will be identified.

CITY OF CONCORD

In the year of our Lord two thousand and fourteen

RESOLUTION IN RECOGNITION OF THE SERVICES OF BATTALION CHIEF KENNETH FOLSOM

The City of Concord resolves as follows:

WHEREAS, Battalion Chief Kenneth Folsom has been a faithful and loyal employee of the City of Concord for 30 year as a member of the Concord Fire Department. Battalion Chief Folsom began his career in 1984 and served as a firefighter, fire lieutenant, fire captain and battalion chief; and

WHEREAS, Battalion Chief Kenneth Folsom has contributed substantially to the safety and well being of the citizens of Concord and has left a legacy that will benefit several generations to come through training dozens of new fire fighters and providing a role model for excellence in leadership; and

WHEREAS, Battalion Chief Kenneth Folsom has worked tirelessly for fire fighter safety by diligently observing safe practices and teaching others to be safe and by providing leadership for technical rescue training and obtaining grant funding for rescue equipment; and

WHEREAS, Battalion Chief Kenneth Folsom has received many commendations and letters of thanks for his excellent work throughout his career; and

WHEREAS, Battalion Chief Kenneth Folsom has provided an excellent example of hard work, dedication and diligence to the men and women who served alongside him.

NOW, THEREFORE, BE IT RESOLVED by the City Council of Concord that we hereby record our sincere appreciation for the many years of faithful and distinguished service from Battalion Chief Kenneth Folsom to the City of Concord and the State of New Hampshire.

BE IT FURTHER RESOLVED that we hereby acknowledge that the service and presence of Battalion Chief Kenneth Folsom will truly be missed by the Concord Fire Department, the City Council, the City Administration, and the entire Concord community, and we extend our best wishes to him and his family during his retirement.



10-30

Bonenfant, Janice

From: Aspell, Thomas
Sent: Monday, September 22, 2014 8:41 AM
To: Bonenfant, Janice
Subject: FW: Request to Close Auburn Street for Halloween

TAA

Janice:

Please add to the October City Council Agenda.

Thanks,

Tom

From: Karen Joyal [<mailto:kjoyal4@hotmail.com>]
Sent: Saturday, September 13, 2014 5:57 PM
To: Aspell, Thomas
Subject: Request to Close Auburn Street for Halloween

Dear Tom,

Last year I requested that Auburn Street be closed on the evening of Halloween, October 31st, from the entrance at the round-about to Franklin Street intersection from 5 pm until 8 pm. It was approved and I am again asking the City Council to consider my request again for this Halloween.

As you may know I am asking for the street closure due to the fact that Auburn Street has an incredibly large amount of children Trick-or-Treating (I had over 1,500 last year) and it is dangerous to have automobile traffic with so many children. I have spoken to many of my neighbors and all agree that it would be safer for the kids to have the street closed.

Thank you in advance for your consideration and if you have any questions, please do not hesitate to contact me via email or my cell phone number is 545-5086.

Best regards,

Karen Joyal
31 Auburn Street



Received
10-31 9/12/14

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Johane Telgener
Concord Hospital
Center for Health Promotion

Rich Woodfin
Charter Trust Company

Matt Walsh
City of Concord

Stephanie Zinser
True Brew Barista

DATE: September 12, 2014

TO: Mayor Bouley and Concord City Council

FROM: Susan Sokul, Events and Communications Coordinator, Intown Concord

SUBJECT: Request for Street Closure for Halloween Howl, Oct. 24, 2014

Recommendation:

Recommend approval of street closing for Halloween Howl.

Background:

For many years now, families throughout Greater Concord have enjoyed the safe and celebratory atmosphere that Halloween Howl brings to the downtown. As in years past, festivities will include trick-or-treating at downtown businesses and horse-drawn wagon rides. Intown Concord is again very pleased to partner with the Concord Parks and Recreation Department to produce this event. With good weather, thousands of event-goers are expected take part in the festivities.

Discussion:

Halloween Howl is scheduled for Friday, October 24, 2014 from 5:30 pm to 7:30 pm. For the safety of visitors to the downtown for this event, Intown Concord requests the following streets be closed from **4:00 pm to 8:30 pm** on 10/24:

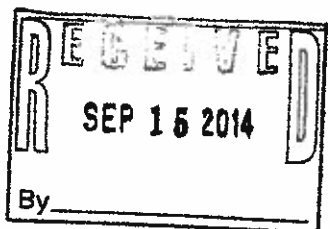
Closed from Centre to Pleasant
Capitol Street from Evans to N. Main Street
Warren Street from Durgin Lane to N. Main Street
Park Street from State to N. Main Street
East side of State Street from School to Park-parking lane only. (*Matt Walsh to coordinate with Parking Dept)
Phenix Avenue

Intown Concord will follow up with the appropriate City departments to ensure proper procedures, licensing and all other requirements are in compliance. Please don't hesitate to contact me if you would like additional information about Halloween Howl. I can be reached at 226-2150 or susan@intownconcord.org.

Thank you for your consideration in this matter.

Respectfully,


Susan Sokul
Events and Communication Coordinator
Intown Concord



49 South Main Street, #202
Concord, NH 03301
t. 603-226-2150



Bonenfant, Janice

10-3a

From: Brent Todd <brenttoddconcord@gmail.com>
Sent: Tuesday, September 30, 2014 3:50 PM
To: Bonenfant, Janice
Cc: Kathy Bush; Ray Miner; SteveShurtleff@aol.com
Subject: Penacook street closure request

1/2A

Hi Janice,

The Penacook Village Association Board last night asked me to request street closure for a Penacook Village Street Ribbon Cutting ceremony on Saturday, November 15, 2014, from 10 AM – 11:30 AM, rain or shine, to celebrate the completion of this phase of the Route 3 road reconstruction project. This will be a public event open to all.

They are requesting closure of the following streets on 11/15 from 9:30 AM – noon:

Summer Street @ High Street

Merrimack Street @ Village Street

Merrimack Street @ Sanders Street

Volunteers will be available to assist with the closing and reopening of the streets. I understand that there are plans for refreshments and entertainment at the event.

Can you please add this item to the City Council agenda.

Thank you,

Brent

10-33



City of Concord, New Hampshire

OFFICE OF THE MAYOR

CITY HALL • 41 GREEN STREET • 03301

12A

JIM BOULEY
MAYOR

TO: Members of City Council

FROM: Mayor Bouley

DATE: September 25, 2014

RE: City Council Planning Board Alternate Appointment

A vacancy, an Alternate City Council position, currently exists on the Planning Board. Upon Council approval, I propose to fill that vacancy, proposing myself to serve as the Alternate Council appointee.

In accordance with Section 15 of the City Council Rules, this proposed appointment is being distributed to City Council as information in advance of formal action at the October 14, 2014 City Council meeting.



Concord Coalition to End Homelessness

PO Box 3933 Concord, NH 03302-3933

603-290-3375

www.concordhomeless.org

HA

Requests for City Council Action and Progress Report to City Councilors on Concord's Plan to End Homelessness October 3, 2014

Requests for Action by City Councilors at October 14th Meeting:

1. Formally approve/appoint the members of the Executive Level Steering Committee for Concord's Plan to End Homeless. (See list of names at end of this report.)
2. Adopt a resolution formally designating CCEH as the lead entity to lead agency to coordinate and guide the implementation of Concord's Plan to End Homelessness. (CCEH is referenced in the Plan but not officially designated.)

Progress Report:

Since the adoption of Concord's Plan to End Homelessness by City Council on April 14, 2014, CCEH has made the following progress on implementing the goals of the Plan.

Goal I: Increase access to healthy, safe environments for all homeless and precariously housed members of the Concord Community.

A. Create an Expanded Resource Center:

South Congregational Church has generously provided the Concord Homeless Resource Center with free space for many years, but they have given us notice that they will need the building for other purposes within approximately one year. This adds to the urgency of meeting the Plan's goal of expanding the physical space, hours and services offered at the Resource Center.

CCEH has been meeting with Jonathan Halle, architect with WarrenStreet Architects, Inc., (and architect for the Friendly Kitchen) and board and staff of the Friendly Kitchen to explore the possibility of locating an expanded Resource Center next to the Friendly Kitchen. I have also met with Jake King, Director of the Manchester Homeless Services Center for insights about the operations of their center. We held a Concord Homeless Provider Network meeting on May 21, 2014 to get input on models for an expanded Resource Center.

The key desired features of an expanded resource center include:

- Ability to serve families and individuals
- Walking distance from downtown
- A dedicated Resource Center case manager (unlike the Manchester model)
- Showers, laundry facilities
- Interview spaces for multiple service providers to conduct intake, follow-up

- Meeting space for educational events, other opportunities
- Perhaps space for donated goods (partnering with Rise Again Ministries)

Additionally, there is a HUD requirement for service providers within a region to create a "Coordinated Assessment" system so that the intake and referral process for homeless people is uniform, efficient, and client-centered, and stresses homeless prevention services and diverting people from shelters whenever possible. Regions where Coordinated Assessment has been implemented have been able to reduce the demand for shelters. I convened service providers on September 25th to begin planning for Coordinated Assessment in the Concord area, and the expanded Resource Center could become an integral part of Concord's approach.

Finally, CCEH has applied for a \$20,000 Project Grant the New Hampshire Charitable Foundation (NHCF) to support implementation of the Plan. Our implementation workplan includes hiring a contractor to serve as Project Manager to identify the location and oversee the planning of the new expanded Concord Homeless Resource Center, and a consultant to assist with implementing Coordinated Assessment in the Concord region.

C. Create additional Housing First units and/or shelter opportunities:

There is also increased urgency for this goal of the Plan. South Congregational Church and First Congregational Church have hosted the Concord Cold Weather Shelters (CCWS) for 10 years. The winter season 2014/15 will be the second year of a two year funding cycle for the shelters, and both churches will continue to host the CCWS in 2014/15. South Church has decided that they cannot serve as a host facility after 2014/15. First Church will be making a decision in the month of October about whether or not to apply for another 2 year cycle of funding for the 2015/16 and 2016/17 winter seasons.

CCEH held a forum "Beyond the Cold Weather Shelters," on August 7th for service providers, faith organizations and the larger community, with approximately 50 attendees. Our goal was to focus the community's energy on reducing the need for shelters by creating *permanent* housing solutions for those people who have stayed at the CCWS on a long-term basis, using a "Housing First" approach. (Under Housing First, people are provided with affordable housing and case management. Supportive services to address mental health or substance abuse issues are made readily available but they are not mandatory; the only requirement is that participants obey standard lease provisions.) This evidence-based model has been proven to reduce overall costs to the community while successfully providing stability to people who are the most difficult to house.

At the forum, I presented statistics on the number of people who have stayed at the CCWS for significant periods of time over the last 3 seasons. The CCWS's have a combined capacity of approximately 60 people per night. Of the 166 individuals who stayed in the shelters last winter, 35 stayed more than two months. If these 35 people could be permanently housed, the dynamic of the CCWS would change dramatically, and an emergency response of a much different scale might meet the need. The overwhelming consensus of the attendees was to make this approach a priority. Attached with this summary are the statistical slides on usage patterns at the CCWS presented at

the meeting. (All of the forum slides and a summary of the entire presentation/discussion are available on our website at concordhomeless.org.)

The DHHS Bureau of Homeless and Housing Services (BHHS) also announced funding entitled "Home at Last," which will provide funding for 12 rental vouchers and a caseworker to serve chronically homeless people using a Housing First approach. CCEH was in communication with several housing providers in the Concord area to encourage them to apply. Families in Transition (FIT) has applied for this funding, and if awarded, CCEH will work in close partnership with FIT to locate people who utilize the CCWS to participate.

Goal IV. Increase funding for Plan strategies:

In addition to the NHCF grant application described above, Granite United Way has committed \$25,000 to CCEH for implementation of the Plan, provided that CCEH obtains matching funds. CCEH continues to seek additional funding for Plan implementation.

Goal V. Ensure Broad Representation with an Executive Level Steering Committee:

Mayor Bouley has recommended Jackie Whatmough, Department Head of Concord Human Services, to serve on the Steering Committee as the representative for the City. CCEH has been recruiting potential members of the Steering Committee, subject to appointment by the City Council.

The following people have expressed their commitment to serving on the Steering Committee:

1. Byron Champlin, Lincoln Financial Group; City Councilor
2. Steve Duprey, President, The Duprey Companies
3. Peter Evers, President/CEO Riverbend Community Mental Health
4. Rev. A. Robert Hirschfeld, Bishop, Episcopal Diocese of New Hampshire
5. Lewis Feldstein, former President, NH Charitable Foundation
6. Ruth Perencevich, NH Charitable Foundation Capital Region Advisory Board
7. Pamela Puleo, Executive Director, Concord Hospital Trust
8. Nicole Schultz-Price, Esq., Sulloway and Hollis Law Firm
9. Tim Sink, President, Greater Concord Chamber of Commerce
10. Ron White, Superintendent, Merrimack County Department of Corrections
11. Claudia Walker, Senior Vice President, Merrimack County Savings Bank

Thank you for your time and dedication.

Respectfully submitted by

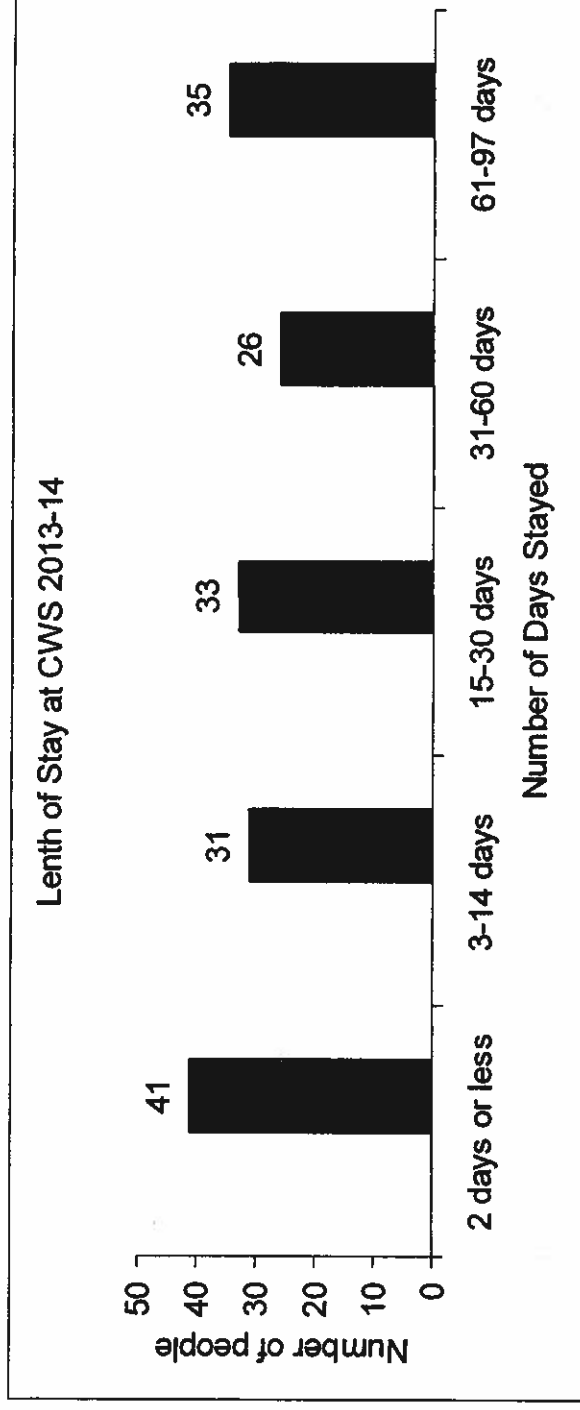
Ellen Groh
Executive Director
Concord Coalition to End Homelessness
(603) 290-3375 (office) (603) 321-9841 (cell)
ccehdirector@gmail.com



The Past 3 Years at Concord Cold Weather Shelters (CCWS)

Year	Total # Unique Guests
2011-2012	144
2012-2013	149
2013-2014	166

Usage Pattern at CCWS 2013/14



166 people came through the combined CCWS

- 72 passed through for 14 days or less
- 61 stayed for more than 30 days
- (may not have been consecutive days)

Length of Stay at CCWS

Year	Total Guests	2 wks or less	61 + days
2011-12	144	78	20
2012-13	149	70	23
2013-14	166	72	35

The 35 CCWS guests who stayed 61+ days in 2013/14 Season:

Number of guests	CCWS history	"last permanent address"
3	Stayed in both 2011/12 & 2012/13	3- Concord
15	Stayed in either 2011/12 or 2012/13 (not both)	12- Concord 2- NH 1- out of state
17	Did NOT stay in either 2011/12 or 2012/13	8- concord 8- NH 1- out of stat
= 35		23- concord 10- NH 2- out of state

Bm 8/25/14
9-10

10-35 (A)
10-36

CITY OF CONCORD

In the year of our Lord two thousand and fourteen

RESOLUTION APPROPRIATING THE SUM OF FIFTY THOUSAND DOLLARS (\$50,000) FOR THE CITY OF CONCORD'S 250TH ANNIVERSARY TO BE FUNDED FROM GENERAL UNASSIGNED FUND BALANCE.

The City of Concord resolves as follows:

- WHEREAS,** funds were not budgeted in the FY2015 budget for this purpose; and
- WHEREAS,** "Concord250" is requesting funds to help support the birthday celebration activities; and
- WHEREAS,** the City of Concord recognizes this need; and
- WHEREAS,** the City Council supports a successful celebration of the City's 250th anniversary; and
- WHEREAS,** this appropriation is for a purpose not included in the adopted budget, therefore, Section 37 of the City Charter requires two-thirds vote of the City Council;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Concord that:

1. The sum of\$50,000
be and is hereby appropriated as follows:

General Fund

City Manager Department

Outside Services\$50,000

Total\$50,000

2. Revenue for this project is available as follows:

General Fund

Un-Assigned Fund Balance\$50,000

3. These funds shall be expended under the direction of the City Manager.
4. This resolution shall take effect upon passage.



CITY OF CONCORD

17A

REPORT TO MAYOR AND THE CITY COUNCIL

FROM: Brian G. LeBrun, Deputy City Manager-Finance *Bri*
DATE: August 21, 2014
SUBJECT: \$50,000 Supplemental Appropriation to Support Concord250 activities for the City's 250th Birthday Celebration

Recommendation

The Fiscal Policy Advisory Committee (FPAC) recommends that the City Council appropriate \$50,000, resolution attached, to support the work of Concord250 and the City's 250th birthday celebration.

Background

The Concord250 group made a presentation to the City Council at its July regular City Council meeting seeking funding to help support the celebration work and activities planned for the City's 250th birthday celebration. The City council referred the issue to FPAC for review and recommendation.

Discussion

On Thursday August 20, 2014, the FPAC met to discuss a variety of items including a presentation from the Concord250 group requesting funding to support its celebration activities. City Councilor Shurtleff spoke briefly about the good work the committee has started their need for the funds. Van Mcleod, an ex-officio member of the 250 group spoke at length about the planned programs, the budget, and the need to bring on part time staff for event planning and promotion. FPAC recommended 4-1 to appropriate \$50,000 for this purpose or other operational needs, either as all cash or \$25,000 cash and \$25,000 in kind contribution. The 250 Committee has requested the contribution as all cash.

Brian 8/27/14

9-11

CITY OF CONCORD

10-35(B)

10-37

In the year of our Lord two thousand and thirteen

RESOLUTION APPROPRIATING ONE THOUSAND FIVE HUNDRED THIRTY SIX DOLLARS (\$1,536) TO THE NORTH END OPPORTUNITY CORRIDOR TAX INCREMENT FINANCE DISTRICT FUND OPERATING BUDGET FOR FISCAL YEAR 2014 RETROACTIVE TO JUNE 30, 2014.

The City of Concord resolves as follows:

WHEREAS, the amended Fiscal Year 2014 North End Opportunity Corridor District Tax Increment Finance District (NEOCTIF) Fund operating budget appropriation in the amount of \$966,420 was not sufficient to meet the needs of the Fund; and

WHEREAS, the preliminary Fiscal Year 2014 financial statements reflect actual expenditures of \$967,956, a difference of \$1,536; and

WHEREAS, additional funds were needed to pay abatements; and

WHEREAS, overall revenue was projected to be \$685,930 and actual revenue received was \$702,394 due to insurance settlement from the former Agway building fire; and

WHEREAS, sufficient revenue was received to support this supplemental appropriation; and

WHEREAS, this appropriation is for a purpose not included in the FY 2014 adopted budget, therefore, Section 37 of the City Charter requires a two-thirds vote of the City Council;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Concord that:

- 1) The sum of\$1,536
be and is hereby appropriated as follows:

NEOCTIF Fund

Operating budget.....\$1,536

- 2) Revenue is available as follows:

NEOCTIF Fund

Excess Insurance Distribution and Credit revenue.....\$1,536

- 3) These funds shall be expended under the direction of the City Manager.

- 4) This resolution shall take effect upon its passage.



CITY OF CONCORD

17A

REPORT TO MAYOR AND THE CITY COUNCIL

FROM: Brian G. LeBrun, Deputy City Manager-Finance *Brian*
DATE: August 19, 2014
SUBJECT: \$1,536 Supplemental Appropriation for the North End Opportunity Corridor Tax Increment Finance District (NEOCTIF) operating budget retroactive to June 30, 2014

Recommendation

The Department recommends adoption of the attached supplemental resolution to increase the FY 2014 NEOCTIF District Fund operating budget from \$966,420 to \$967,956.

Background

Each year during the annual budget process, expense budgets are developed based on anticipated needs and historical usage. For FY 2014, the actual needs in the NEOCTIF District fund for abatements exceeded total appropriations.

Discussion

During the course of FY 2014, it became necessary to pay abatements that exceeded the revised appropriated funds. Upon completion of the fiscal year, and presentation of the preliminary financial result, it became apparent that an additional appropriation request was in order to support the actual expenditure needs.

Brian 8/27/14
9-12

CITY OF CONCORD

10-35(C)
10-38

In the year of our Lord two thousand and fourteen

RESOLUTION ACCEPTING AND APPROPRIATING THE SUM OF ONE HUNDRED EIGHT THOUSAND DOLLARS (\$108,000) FROM DG STRATEGIC II, LLC FOR THE CONSTRUCTION OF SANITARY SEWER SYSTEM IMPROVEMENTS ALONG FISHERVILLE ROAD IN CONJUNCTION WITH THE SANITARY SEWER REHABILITATION AND CONSTRUCTION PROJECT (CIP #91).

Page 1 of 2

The City of Concord resolves as follows:

WHEREAS, the City of Concord and DG Strategic II, LLC entered into a development agreement on June 17, 2014 where the Dollar General project developer agreed to make a one-time payment to the City in lieu of completing sanitary sewer system improvements to its development site at 197 Fisherville Road so that the sanitary sewer improvements could match the final street improvements associated with the US Route 3 Corridor Improvement project; and

WHEREAS, on June 24, 2014, the City received and deposited such payment associated with the improvements required; and

WHEREAS, the City Engineer has determined that the improvements are needed along the property frontage and will be completed as part of the US Route 3 Corridor Improvement Project; and

WHEREAS, this appropriation is for a purpose not included in the adopted budget, therefore section 37 of the City Charter requires a two-thirds vote of the City Council.

NOW, THEREFORE, BE IT RESOLVED by the City Council of Concord that:

1. The sum of\$108,000
be and is hereby appropriated as follows:

Sewer Capital Projects Fund
Engineering Services Division
FY 2015 Sanitary Sewer Rehabilitation and Construction Project (CIP #91)... \$108,000

2. Said revenue shall be available as follows:

Sewer Capital Projects Fund
Engineering Services Division
DG Strategic II, LLC \$108,000

CITY OF CONCORD

In the year of our Lord two thousand and fourteen

RESOLUTION ACCEPTING AND APPROPRIATING THE SUM OF ONE HUNDRED EIGHT THOUSAND DOLLARS (\$108,000) FROM DG STRATEGIC II, LLC FOR THE CONSTRUCTION OF SANITARY SEWER SYSTEM IMPROVEMENTS ALONG FISHERVILLE ROAD IN CONJUNCTION WITH THE SANITARY SEWER REHABILITATION AND CONSTRUCTION PROJECT (CIP #91).

Page 2 of 2

3. Sums as appropriated shall be expended under the direction of the City Manager.
4. This resolution shall take effect upon its passage.



CITY OF CONCORD

REPORT TO THE MAYOR AND CITY COUNCIL

FROM: Edward L. Roberge, PE, City Engineer

DATE: August 22, 2014

SUBJECT: Resolution appropriating \$108,000 in private donations for the construction of sanitary sewer improvements in conjunction with the Sanitary Sewer Main Rehabilitation and Construction Project (CIP91).

Recommendation

Accept this report and set the attached appropriation resolution for an October 13, 2014 public hearing.

Background

In conjunction with the Dollar General project in Penacook, the City and DG Strategic II, LLC entered into a development agreement on June 17, 2014 where the Dollar General project developer agreed to make a one-time payment to the City in lieu of completing sanitary sewer system improvements to its development site at 197 Fisherville Road so that the sanitary sewer improvements could be incorporated into the final street improvements associated with the US Route 3 Corridor Improvement project.

Discussion

As part of a cooperative effort between the City and the Dollar General developer, the City agreed to include the construction of sanitary sewer improvements along Fisherville Road as part of the overall street reconstruction improvements scheduled in 2015, part of the US Route 3 Corridor Improvement Project (CIP35) if the developer agreed to pay for those improvements.

On June 17, 2014, the City entered into an agreement to accept payment for the required sanitary sewer improvements and include the work in the Phase 6 project area of the US Route 3 Corridor project. The benefits of doing this is two-fold; first, the developer recognizes a significant cost savings in roadway reconstruction and traffic management to construct the sewer, and second; the City is able to control the work and only disrupt the area once by incorporating the improvements into the corridor project. The total costs for the sanitary sewer improvements including design, construction of the sewer improvements, and project management will be borne by the developer. The estimated cost to complete this work, including contingencies, is \$108,000. On June 24, 2014, the City received and deposited the required payment associated with this work.

Therefore, it is recommended that City Council accept this report and set the attached appropriation resolution for a public hearing at the October 13, 2014 Council meeting. Where the final design is underway for the Phase 6 improvements of the US Route 3 Corridor Improvement Project, the funds will be used for the design, construction, and project management of the sewer improvements required as part of the Dollar General development project.

elr/E
attachment

CITY OF CONCORD

10-35(D)

10-39

In the year of our Lord two thousand and fourteen

RESOLUTION ACCEPTING AND APPROPRIATING THE SUM OF ONE HUNDRED ELEVEN THOUSAND SIX HUNDRED NINETY DOLLARS (\$111,690) IN GRANT FUNDS FROM THE FEDERAL EMERGENCY MANAGEMENT AGENCY FOR THE PURPOSE OF PURCHASING NEW PROTECTIVE BREATHING EQUIPMENT FOR THE FIRE DEPARTMENT FOR CIP #573 .

Page 1 of 2

The City of Concord resolves as follows:

- WHEREAS,** the Concord Fire Department has received notification from the United States Federal Emergency Management Agency that its application for grant funding under the Assistance to Firefighters Grant Program has been approved for additional funding; and
- WHEREAS,** the Concord Fire Department intends to purchase self-contained breathing equipment for conducting operations in hazardous environments with the proceeds of these additional grant funds; and
- WHEREAS,** this need has been identified as a Capital Improvement Program item for Fiscal Year 2016; and
- WHEREAS,** approval of this resolution will move this project up from Fiscal Year 16 to Fiscal Year 15;
- WHEREAS,** this appropriation is for a purpose not included in the adopted budget, therefore, Section 37 of the City Charter requires two-thirds vote of the City Council; and

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Concord that:

1. The sum of\$111,690
be and is hereby appropriated as follows:

General Capital Improvements Fund

Fire Department CIP #573 (Personal Protective Equipment) \$111,690
Total	\$111,690

CITY OF CONCORD

In the year of our Lord two thousand and fourteen

RESOLUTION ACCEPTING AND APPROPRIATING THE SUM OF ONE HUNDRED ELEVEN THOUSAND SIX HUNDRED NINETY DOLLARS (\$111,690) IN GRANT FUNDS FROM THE FEDERAL EMERGENCY MANAGEMENT AGENCY FOR THE PURPOSE OF PURCHASING NEW PROTECTIVE BREATHING EQUIPMENT FOR THE FIRE DEPARTMENT FOR CIP #573.

Page 2 of 2

2. Revenue for this project is available as follows:

General Capital Improvements Fund

United States Federal Emergency Management Agency	<u>\$111,690</u>
Total	\$111,690

3. Sums as appropriated shall be administered and expended under the direction of the City Manager.
4. The useful life of the project is expected to be in excess of ten (10) years.
5. This resolution shall take effect upon its passage and upon the acceptance by the City of Concord of the grant award by the United States Federal Emergency Management Agency.



CITY OF CONCORD

17A

REPORT TO MAYOR AND THE CITY COUNCIL

FROM: Daniel L. Andrus, Fire Chief

DATE: August 25, 2014

SUBJECT: Council Report to Accompany the Resolution Appropriating Additional Funds from Grant Proceeds to Purchase Self Contained Breathing Equipment

Recommendation

The Fire Department requests that the City Council accept this report and approve the accompanying resolution.

Background

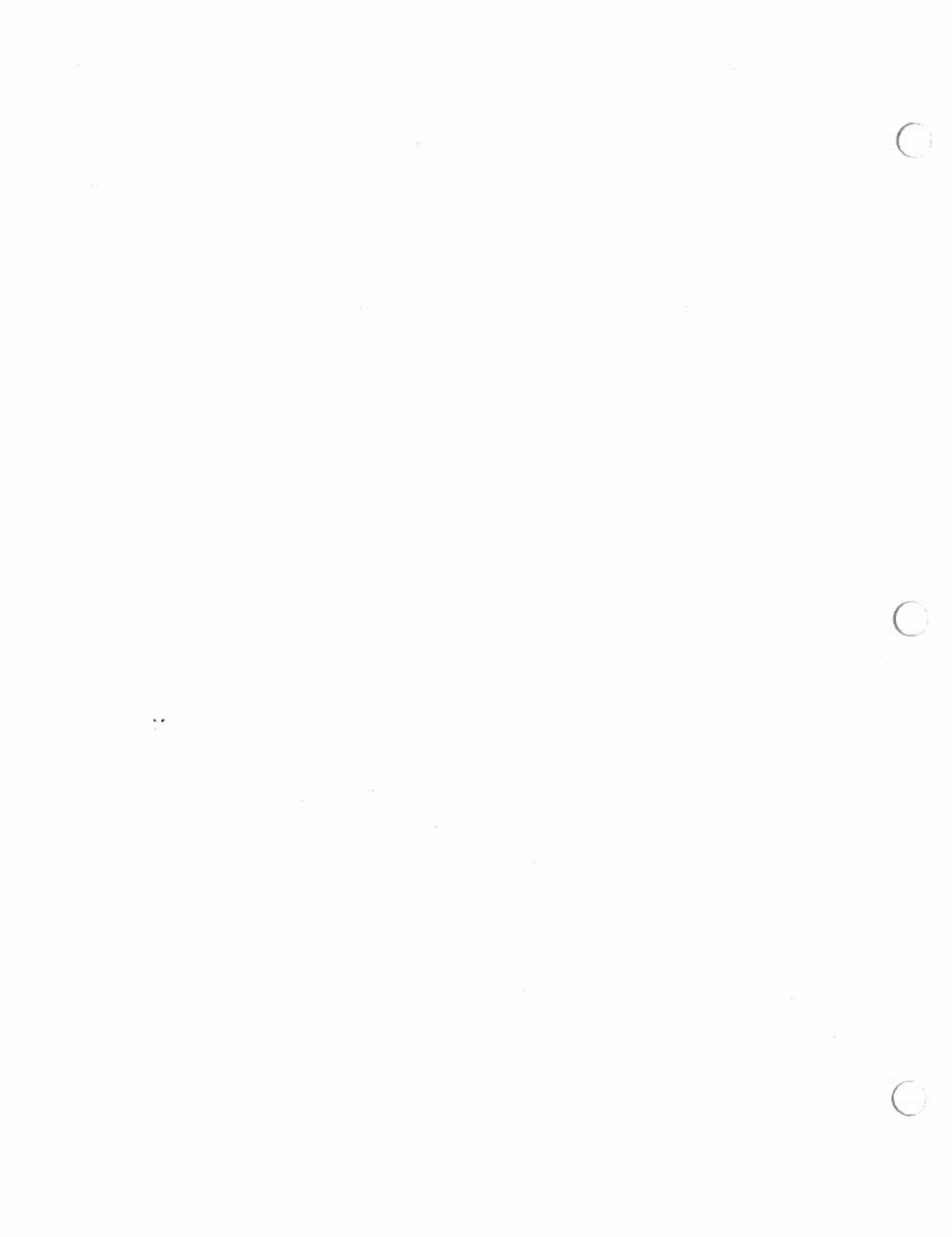
On July 14, 2014, the City Council approved a resolution accepting and appropriating the sum of \$463,505 for the purchase of new protective breathing equipment for the Fire Department. This sum consisted of \$371,826 in grant funds from the Federal Emergency Management Agency and \$91,679 from the City of Concord.

On August 22, 2014, Fire Department staff members were notified that the City would be receiving an additional \$111,690 from this grant award. The acquisition of these additional funds resulted from a review of the original grant award requested by Deputy Fire Chief Sean Toomey and Administrative Specialist II Erin Newnan. FEMA allowed funding for an additional 17 self-contained breathing apparatus which cost \$7,300 apiece, and the additional grant proceeds represent the Federal share of 90% of the project. No additional funds from the City are required for the match as the funds approved in July fully covered the City's share.

The remainder of the project will be included in the FY16 Capital Improvement Program.

Discussion

The Fire Department will continue to report significant developments in this project.



Bui 8/27/11

9-14

10-35 (E)

10-40

CITY OF CONCORD

In the year of our Lord two thousand and fourteen

RESOLUTION ACCEPTING AND APPROPRIATING THE SUM OF THREE THOUSAND DOLLARS (\$3,000) IN UNMATCHED GRANT FUNDS FROM THE NEW HAMPSHIRE DEPARTMENT OF SAFETY.

The City of Concord resolves as follows:

WHEREAS, the Concord Fire Department has received notification from the New Hampshire Department of Safety that grant funds are available for providing training in Emergency Operations Center (EOC) activities and the WebEOC program; and

WHEREAS, the Concord Fire Department has received notification that overtime and backfill costs are eligible for reimbursement under the terms of this grant program; and

WHEREAS, the Concord Fire Department expects to expend approximately \$3,000 in the course of sending members to training; and

WHEREAS, this appropriation is for a purpose not included in the adopted budget, therefore, Section 37 of the City Charter requires two-thirds vote of the City Council;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Concord that:

1. The sum of\$3,000
be and is hereby appropriated as follows:

<u>Miscellaneous Special Revenue Fund</u>	
Fire Department	
Compensation	<u>\$3,000</u>
Total	\$3,000

2. Revenue for this project is available as follows:

<u>Miscellaneous Special Revenue Fund</u>	
Homeland Security Grant Program.....	\$3,000

3. This resolution shall take effect upon its passage.
4. Sums as appropriated shall be administered and expended under the direction of the City Manager.



CITY OF CONCORD

170

REPORT TO MAYOR AND THE CITY COUNCIL

FROM: Daniel L. Andrus, Fire Chief and Emergency Management Coordinator

DATE: August 27, 2014

SUBJECT: Report from the Fire Chief to Accompany a Resolution Accepting and Appropriating Grant Funds for Training in Emergency Operations Center Functions

Recommendation

The Fire Department requests that the City Council accept this report.

Background

The City has experienced three events requiring activation of its Emergency Operations Center (EOC) in the past five years. These events included a windstorm in February of 2010 and tropical storms in 2011 and 2012. These events required only short term activations, lasting less than a full day. After action reviews of these events consistently identify the need for staffing levels to support operational periods of multiple days. The Fire Department responded to this need by creating "Out of Division" lists to allow qualified employees to make themselves available for such duty should the need arise. These employees are required to complete several courses related to this duty, the majority of which are available on line.

One of the courses which is not available in an online format is an introduction to Web EOC, the software program hosted by the New Hampshire Division of Homeland Security and Emergency Management that is used to link all local jurisdictions with the State Emergency Operations Center for coordination. The Department of Safety has communicated the availability of funding to Fire Department Administration for delivering this course and paying associated costs such as overtime and backfill. The accompanying resolution authorizes the receipt and appropriation of those funds. There will also be a brief orientation to the City's Emergency Operations Center. Additional spots are very likely to be available to assure that members of other City departments can participate in this training so that the City can receive consistent and reliable services from its EOC in the event of a major emergency. The course is tentatively scheduled for late October.

Discussion

The Fire Department will continue to report significant developments in emergency management issues in a timely fashion.

Resolution No.

CITY OF CONCORD

In year of our Lord two thousand thirteen

RESOLUTION Amendment of the Official Map so as to establish the Mapped Lines of a Future Street for a new street from the intersection of Storrs and Theatre Streets southerly to Langdon Avenue.

The City of Concord resolves as follows:

WHEREAS, pursuant to enabling statutes, the City has established an Official Map as well as adopted an ordinance creating a process for mapping the lines of future streets; and

WHEREAS, mapping the lines of future streets reserves a corridor for a street to be constructed at a future time by restricting the issuance of building permits for buildings or structures within the mapped lines of future streets; and

WHEREAS, the adopted Master Plan 2030 recommends the creation of a roadway network to serve the southern Opportunity Corridor. The Opportunity Corridor Study and the 2030 Master Plan includes an extension of Storrs Street from the Intersection of Theatre Street and Storrs Street southerly under the Manchester Street Bridge to Gas Street, and then southerly to Langdon Avenue; and

WHEREAS, the City of Concord contributed over 1 million dollars in 1997-8 to the I-93 Exit 13 NH Department of Transportation improvement project to widen the Manchester Street Bridge to accommodate this planned roadway; and

WHEREAS, the Planning Board held a public hearing on December 19, 2012, after notifying the affected property owners on the planned new street from the intersection of Storrs and Theatre Streets southerly to Langdon Avenue and accepted testimony, and

WHEREAS, the future street is intended to be constructed as an urban street to support the redevelopment of the southern Opportunity Corridor.

WHEREAS, the Planning Board voted unanimously to forward a request to the City Council that the Board be authorized pursuant to Section 16-3-6, Mapping of Future Streets, of the Code of Ordinances, to prepare and certify a plan of the mapped lines of a future street for a new street from the intersection of Storrs and Theatre Streets southerly to Langdon Avenue.

CITY OF CONCORD

In year of our Lord two thousand thirteen

RESOLUTION Relative to the Establishment of the Mapped Lines of a Future Street for a new street from the intersection of Storrs and Theatre Streets southerly to Langdon Avenue.

Page 2

NOW, THERFORE, BE IT RESOLVED by the City Council of Concord that:

- 1.) The Planning Board be, and hereby is authorized to prepare and certify a plan of the mapped lines of a future street for a new street from the intersection of Storrs and Theatre Streets southerly to Langdon Avenue.
- 2.) This resolution shall take effect upon its passage.



CITY OF CONCORD

120

REPORT TO THE MAYOR AND CITY COUNCIL

FROM: Stephen Henninger, Assistant City Planner

DATE: December 20, 2012

SUBJECT: Amendment to Mapped Lines of Future Streets – Storrs Street South

Recommendation

The Planning Board, after holding a public hearing on December 19, 2012, voted unanimously to forward the proposed revision of mapped lines of future streets to the City Council. The Board is requesting that the City Council direct the Planning Board to certify the mapped line of a future street pursuant to Article 16-3-6 Mapping of Future Streets, of the Code of Ordinances, and RSA 674:11, Amendments to Official Map, for a new street from the intersection of Storrs and Theatre Streets southerly to Langdon Avenue.

Prior to directing the Planning Board to certify the mapped street, the City Council will need to hold its own public hearing, send notice of the hearing by certified mail "to all owners over whose lands the proposed streets will cross," and publish the hearing notice in the newspaper.

Please see the attached map showing the location of the proposed 50' wide mapped line of future streets extending from the intersection of Theatre Street and Storrs Street, southerly adjacent to the NH main line railroad line, underneath the Water Street Bridge to Gas Street, then southerly from Gas Street to Langdon Avenue.

Background

This new road extending through the old Boston and Maine railroad yards southerly to the South Concord Industrial park has been planned for many decades. The yards and the South Concord Industrial park have languished as an underused and deteriorating brownfields site since prior to the 1960's.

The area has been begun a turnaround and several new developments have been completed including a new maintenance facility and headquarters for Concord Coach (an inter-city

bus company), Evolution Rock (a fitness center and climbing gym), and renovations to the J & S Leasing property.

The construction of Concord Steam Power Plant and cogeneration facility southerly of Langdon Avenue is planned for construction in 2013.

The City facilitated the extension of this new road in 1998-9 by increasing the length of the Water Street Bridge as part of the I-93 Exit 13 reconstruction project to allow for one bay under the bridge for the NH Main Line Railroad and one-bay for the Storrs Street extension at a cost of 1.3 million dollars.

The City has acquired the rights to develop Langdon Avenue as a public street from South Main Street to the NH Main Line Railroad (B & M Rail Line). A small amount of additional right-of-way in front of the Concord Coach facility still needs to be secured. A recent condominium subdivision of the J& S Property has preserved a corridor for the future road north from Langdon Avenue.

Master Plan

The Planning Board in 1993, as part of the Year 2010 Master Plan Update, adopted a Future Transportation Plan showing the southerly extension of Storrs Street from Theatre Street (Chandler Street) to the vicinity of Allison Street and South Main Street.

In the "The South Concord Redevelopment Area Study – A Small Area Master Plan" adopted by the Planning Board in 1997, the current alignment shown on the attached plan was developed.

The Concord Opportunity Corridor Master Plan prepared in April of 2005 reaffirmed the location and alignment of the southerly extension of Storrs Street and the recommendations of the South Concord Redevelopment Area Study.

In the current Master Plan 2030, the Planning Board reaffirmed the location and purpose of the southerly extension of Storrs Street to facilitate the redevelopment within the southern segment of the Opportunity Corridor.

Analysis

The proposed new mapped street has been referred for decades as the southerly extension of Storrs Street. Based on E-911 mapping and addressing conventions, when this street is developed a new street name will need to be selected. In this report we will continue to identify this proposed street as the southerly extension of Storrs Street.

The southern extension of Storrs Street has a well-defined beginning, middle and end. The starting point at the intersection of Storrs Street and Theatre Street is anchored at an existing four way intersection, falls between two large industrial scale buildings, and is the

ideal location from a grade standpoint to connect back to Storrs Street. The Merrimack River bluffs along South Main Street are on average about 26' above the grade of the plain below the bluff. Langdon Avenue is located at a low point in the bluffs and has 5-6% slopes on both approaches on South Main Street and on Langdon Avenue. Other connecting points between the two locations would require significant grade changes and impacts to existing buildings. Full access at Gas Street will be a design consideration given the available right-of-way for Gas Street, grade of Gas Street at South Main Street, and site distance at the South Main Street/Gas Street intersection. The underpass designed specifically for the future road under the Water Street Bridge is the only feasible location for the street between South Main Street and the NH Main Line Railroad. This section of the NH Main Line Railroad has been designated as one of five high speed rail corridors in the country with service proposed from Boston to Montreal. New at-grade rail crossings of this line are unlikely to be approved.

The corridor could be completed in two independent phases, one section from Theatre Street to Gas Street, and the second section from Gas Street to Langdon Avenue. Improvements to Langdon Avenue and the intersection of Langdon Avenue and South Main Street will be needed to support redevelopment in the southern section.

The following properties would be affected by the proposed mapped line of future streets.

<u>Property Owner</u>	<u>Map/Lot Number</u>	<u>Address</u>
State of New Hampshire	35A-1-2	50 Storrs Street
Pan Am Railroad	B & M Railroad	Storrs Street
Energynorth North Natural Gas, Inc.	26-1-6	Gas Street
Cohen Properties of Concord, LLC	26-1-5	Gas Street
Automotive Supply Associates, Inc.	26-1-3	219-231- S. Main St
J & S Leasing General Partners	25B-1-19	287 South Main St.

There are no environmentally sensitive areas along the corridor.

For the extension of Storrs Street to be completed south of Gas Street a complete take would be required for parcel 26-1-5 owned by Cohen Properties of Concord, LLC. This 0.65 acre parcel has a total assessed value of \$87,600. No other building or structure is impacted.

The corridor is located in a Brownfield area; however recent development in this area has proceeded without major expenditures for the cleanup of either soil or ground water contamination. The Energynorth parcel (26-1-6) at Gas Street was the site of a coal-gasification plant and the source of coal tar contamination in the area. Liberty Gas, the successor to Energynorth, would be are responsible for any Brownfield remediation associated with this contamination which may be required due to construction of the new street.

Storrs Street Southern Extension Mapped Line of Future Street



CITY OF CONCORD

11-41 8-14
12-38 9-26 (c)
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4-49 5-46
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8-27
9-43
10-42

In the year of our Lord two thousand and thirteen

AN ORDINANCE amending the CODE OF ORDINANCES, Title III, Building and Housing Codes; Chapter 27, Housing Maintenance and Occupancy Code; Article 27-1, Housing Maintenance and Occupancy Code, Section 27-1-5, Amendments to the International Property Maintenance Code/2009.

The City of Concord ordains as follows:

SECTION I: Amend the CODE OF ORDINANCES, Title III, Building and Housing Codes; Chapter 27, Housing Maintenance and Occupancy Code; Article 27-1, Housing Maintenance and Occupancy Code, by amending Section 27-1-5, Amendments to the International Property Maintenance Code/2009, as follows:

Section 101 – General

Add new section 101.3.1 Licensed Trades as follows:

101.3.1 Licensed Trades: To further ensure the public health, safety and welfare, any new installations or major repairs in residential rental property to plumbing, mechanical or electrical work must be performed by State of NH licensed tradesperson who shall obtain the necessary permits for such work. The Code Official may require licensed tradesperson to correct non-compliances to plumbing, mechanical or electrical work performed by the property owner or his or her agent.

Section 102- Applicability

102.3 Application of other codes: Delete this section in its entirety and replace with the following:

102.3 Application of other codes. Repairs, additions or alterations to a structure, or changes of occupancy, shall be done in accordance with the procedures and provisions of the most recently adopted versions of the following codes: International Building Code, International Fuel Gas Code, International Mechanical Code, International Plumbing Code, NFPA 70, International Existing Building Code, NFPA 101 Life Safety Code, International Building Code, International Fuel Gas Code, International Mechanical and NFPA 70.

Nothing in this code shall be construed to cancel, modify or set aside any provision of the Municipal Code of Ordinances, Chapter 28.

Section 104- Duties and Powers of the Code Official

Add new section "104.3.1 Access by owner/operator/agent" as follows:

104.3.1 Access by owner/operator/agent: Every occupant of a structure or premises shall give the owner or operator thereof, or agent or employee, access to any part of such structure or its premises at reasonable times for the purpose of making such inspection, maintenance, repairs or alterations as are necessary to comply with the provisions of this code.

Section 202 – General Definitions

Under Section 202, General Definitions, add the following definitions:

Cooking Appliance: A stove containing an oven and cooking surface, or a stove top cooking surface and wall oven.

Weed(s): All grasses, annual plants and vegetation other than trees or shrubs or cultivated flowers and gardens.

Under Section 202, General Definitions, amend paragraph 7 of the definition of "Public Nuisance" as follows:

7. Any premises that is unsanitary, or that is littered with rubbish or garbage or ~~that has an uncontrolled growth of weeds;~~ or

Under Section 202, General Definitions, amend the definition of "Rooming House" as follows:

Rooming House: A detached dwelling unit containing sleeping accommodations for ~~individuals other than~~ **more than three (3) unrelated individuals** ~~other than members of the resident family~~ and having common kitchen and dining facilities.

Section 302 – Exterior Property Areas

302.4 Weeds: Delete this section in its entirety and replace with the following:

302.4 Weeds. Weeds on all exterior premises shall be maintained at a height that does not obstruct sight distance when entering or exiting a roadway or has the potential to create a fire hazard or public nuisance.

Section 307 – Handrails and Guardrails

307.1 General: Delete this section in its entirety and replace with the following:

307.1 General. Every exterior and interior flight of stairs having more than four risers shall have a handrail on one side of the stair and every open portion of a stair, landing, balcony, porch, deck, ramp, or other walking surface which is more than 30 inches above the floor or grade below shall have guards. Handrails shall not be less than 30 inches high or more than 42 inches high measured vertically above the nosing of the tread or above the finished floor of the landing or walking surfaces. Guards shall not be less than 30 inches high above the floor of the landing, balcony, porch, deck of ramp or other walking surface.

Exception: Guards shall not be required where exempted by the more recently adopted building code.

Section 405 – Dwelling Units

405.1 Dwelling Unit: Amend paragraph 1 as follows:

1. The unit shall be provided with a kitchen sink, cooking appliance (a microwave is not considered a cooking appliance per section 403.3) ***with all components in safe, clean working condition***, and a clear working space of not less than 30 inches. Light and ventilation conforming to this code shall be provided.

Add the following as a new section:

Section 406 – Rooming Houses

406.1 A person shall not operate a rooming house, hotel or motel unless that person holds a valid rooming house permit per Article 27-1-3 of the City of Concord Code of Ordinances.

406.2 A detached dwelling housing three (3) or more unrelated individuals other than members of the resident family is classified as a rooming house and is subject to an annual inspection.

Section 503 – Toilet Rooms

503.3 Floor surface: Amend this section as follows:

503.3 Floor surface. In ~~other than~~ dwelling units, every toilet room floor shall be maintained to be a smooth, hard, non-absorbent surface to permit such flooring to be easily kept in a clean and sanitary condition.

Section 605 – Electrical Equipment

Add new sections "605.4, 605.5, 605.6, 605.7 and 605.8" as follows:

605.4 Branch circuits in buildings with more than one occupancy. Branch circuits in each dwelling unit shall supply only loads within that dwelling.

605.5 Common area branch circuits with more than one occupancy. Branch circuits installed for the purpose of lighting, central alarm, signal, communications, or other purposes for public or common areas of a two-family dwelling, a multi-family dwelling, or a multi-occupancy building shall not be supplied from equipment that supplies an individual dwelling unit or tenant space.

605.6 Identification. Each circuit in an electrical panel is required to be identified as to what area of the building that circuit supplies power.

605.7 Occupancy. Each occupant shall have ready access to all overcurrent devices protecting the conductors supplying that occupancy.

Exception: Where electrical service and electrical maintenance are provided by the building management and where these are under continuous building management supervision, the service overcurrent devices and feeder overcurrent devices supplying more than one occupancy shall be permitted to be accessible only to authorized management personnel in multiple-occupancy building and guest rooms/guest suites.

605.8 Unused openings. Unused openings for circuit breakers and switches shall be closed using identified closures or other approved means that provide protection substantially equivalent to the wall of the enclosure.

Section 702 – Fire Protection Systems

704.2 Smoke alarms: Amend this section as follows:

704.2 Smoke alarms. ~~The minimum standard pursuant to the City Housing Code, Article 27 of the Municipal code of Ordinances and a July 1, 1999 amendment to the State of NH Smoke Detector Law Rules (RSA 153:10-a) requires that~~ Existing battery powered smoke detectors located within single family rental housing and multi-family (two or more dwelling units) housing, must be replaced with a hard wired*, electrically powered battery back-up smoke detectors, which incorporate a "false alarm silencing" feature. The electrically powered smoke detector(s) must be installed by a New Hampshire licensed master electrician. An electrical permit must be obtained prior to installation. This code standard applied to the installation of smoke detection where none were previously provided ~~but~~ *or additional units* are required.

****Remote Smoke Detectors. In existing buildings, wireless remote, battery-back up smoke detectors may be installed. Installation must be performed by a State of NH licensed electrician.***

SECTION II: This ordinance shall take effect upon its passage.



CITY OF CONCORD

REPORT TO THE MAYOR AND CITY COUNCIL

FROM: Michael Santa, CBO, Code Administrator

DATE: July 16, 2013

SUBJECT: Updating of the City's Housing Code

Recommendation

Accept this report recommending that the City Council amend the Code of Ordinances, Chapter 27, Housing Maintenance and Occupancy Code.

Background

The current Code of Ordinances, Chapter 27, Housing Maintenance and Occupancy Code was last updated in March of 2011. The Housing Maintenance and Occupancy Code is based on the 2009 International Property Maintenance Code. Staff is proposing amendments to the Housing and Maintenance Occupancy Code because recent State of New Hampshire changes to the smoke detector and carbon monoxide requirements in residential structures has created a conflict between standards. Staff is also proposing other amendments to the Housing and Maintenance Occupancy Code to provide clarification regarding the requirements of certain sections.

Discussion

The City's Housing Maintenance and Occupancy Code was last updated in 2011. Since the Housing Maintenance and Occupancy Code is specifically tailored to the City of Concord, situations are encountered that occasionally require the amending of the code. The proposed amendments have been written to provide consensus between State and local law, as well as to provide clarification in sections of the code to prevent any ambiguities about the requirements.

cc: Thomas J. Aspell, City Manager
Carlos Baia, Deputy City Manager, Development
Gloria McPherson, City Planner
Craig Walker, Zoning Administrator
Sean Toomey, Deputy Fire Chief

Proposed changes to Housing Maintenance and Occupancy Code 2012

(Red font = additions to code)
(Deletions)

101.3.1 Licensed Trades: To further ensure the public health, safety and welfare, any new installations or major repairs in residential rental property to plumbing, mechanical or electrical, work must be performed by State of NH licensed tradesmen who shall obtain the necessary permits for such work. The Code Official may require a licensed tradesman to correct non-compliances to plumbing, mechanical or electrical work performed by the property owner or his agent.

104.3.1 Access by owner/operator/agent: Every occupant of a structure or premises shall give the owner or operator thereof, or agent or employee, access to any part of such structure or its premises at reasonable times for the purpose of making such inspection, maintenance, repairs or alterations as are necessary to comply with the provisions of this code.

704.2 Smoke alarms. ~~The minimum standard pursuant to the City Housing Code, Article 27 of the Municipal Code of Ordinances and a July 1, 1999 amendment to the State of NH Smoke Detector Law Rules (RSA 153:10-a) requires that~~ Existing battery powered smoke detectors located within single family rental housing and multi-family (two or more dwelling units) housing, must be replaced with hard wired*, electrically powered battery back-up smoke detectors, which incorporate a "false alarm silencing" feature. The electrically powered smoke detector(s) must be installed by a New Hampshire licensed master electrician. An electrical permit must be obtained prior to installation. This code standard applies to the installation of smoke detection where none were previously provided ~~but~~ or additional units are required.

***Remote Smoke Detectors.** In existing buildings, wireless remote, battery-back up smoke detectors may be installed. Installation must be performed by a State of NH licensed electrician.

102.3 Application of other codes. Repairs, additions or alterations to a structure, or changes of occupancy, shall be done in accordance with the procedures and provisions of the most recently adopted versions of the following codes: International Building Code, International Fuel Gas Code, International Mechanical Code, International Plumbing Code, NFPA 70, International Existing Building Code, NFPA 101 Life Safety Code, International Building Code, International Fuel Gas Code, International Mechanical and NFPA 70. Nothing in this code shall be construed to cancel, modify or set aside any provision of the Municipal Code of Ordinances, Chapter 28.

302.4 Weeds. ~~All premises and exterior property shall be maintained free from weeds or plant growth in excess of ten (10) inches in height. All noxious weeds shall be prohibited. Weeds shall be defined as all grasses, annual plants and vegetation, other than trees or shrubs provided; however, this code term shall not include cultivated flowers and gardens.~~

~~Upon failure of the owner or agent having charge of a property to cut and destroy weeds after service of a notice of violation, they shall be subject to prosecution in accordance with Section 106.3 and as prescribed by the authority having jurisdiction. Upon failure to comply with the notice of violation, any duly authorized employee of the jurisdiction or contractor hired by the jurisdiction shall be authorized to enter upon the property in violation and cut and destroy the weeds growing thereon, and the costs of such removal shall be paid by the owner or agent responsible for the property.~~

Weeds on all exterior premises shall be maintained at a height that does not obstruct sight distance when entering or exiting a roadway or has the potential to create a fire hazard.

SECTION 202 - GENERAL DEFINITIONS

Public Nuisance: Includes, but is not limited to, the following:

7. Any premises that is unsanitary, or that is littered with rubbish or garbage ~~or that has an uncontrolled growth of weeds;~~ or

Rooming House: A detached dwelling unit containing sleeping accommodations for ~~individuals other than~~ more than three (3) unrelated

individuals ~~other than members of the resident family~~ and having common kitchen and dining facilities.

Weeds: All grasses, annual plants and vegetation, other than trees or shrubs or cultivated flowers and gardens.

SECTION 406 – ROOMING HOUSES

406.1 A person shall not operate a rooming house, hotel or motel unless that person holds a valid rooming house permit per Article 27-1-3 of the City of Concord Code of Ordinances.

406.2 A detached dwelling housing three (3) or more unrelated individuals other than members of the resident family is classified as a rooming house and is subject to an annual inspection.

Section 307 – Handrails and Guardrails

307.1 General. ~~Handrails and guardrails in residential occupancies shall comply with the minimum standards established by the appropriate of the most recently adopted version of NFPA 101 Life Safety Code.~~ Every exterior and interior flight of stairs having more than four risers shall have a handrail on one side of the stair and every open portion of a stair, landing, balcony, porch, deck, ramp or other walking surface which is more than 30 inches above the floor or grade below shall have guards. Handrails shall not be less than 30 inches high or more than 42 inches high measured vertically above the nosing of the tread or above the finished floor of the landing or walking surfaces. Guards not less than 30 inches high above the floor of the landing, balcony, porch, deck or ramp or other walking surface.

Exception: Guards shall not be required where exempted by the most recently adopted building code.

Under Chapter 6 Mechanical & Electrical Requirements:

605.4 Branch circuits in buildings with more than one occupancy. Branch circuits in each dwelling unit shall supply only loads within that dwelling unit.



CITY OF CONCORD

In the year of our Lord two thousand and fourteen

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2-45(A)
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AN ORDINANCE amending the CODE OF ORDINANCES, Title IV, Zoning Code; Chapter 29.2, Public Capital Facilities Impact Fees Ordinance; Section 29.2-1-2, Assessment and Collection.

The City of Concord ordains as follows:

SECTION I: Amend the CODE OF ORDINANCES, Title IV, Zoning Code; Chapter 29.2, Public Capital Facilities Impact Fees Ordinance; Section 29.2-1-2, Assessment and Collection; subsection (b) Computation of the Amount of Impact Fee, by deleting Tables 1, 2, and 3 in their entireties and replacing with the following new tables:

**TABLE 1
SCHOOL FACILITIES
IMPACT FEE PER VARIABLE UNIT**

<i>Type of New Development</i>	<i>Concord School District Facilities Impact Fee Per Variable Unit</i>	<i>Merrimack Valley School District Facilities Impact Fee Per Variable Unit</i>	<i>Variable Unit</i>
Single-family residence	\$ 1.12	\$ 1.12	Square foot of gross living area
Townhouse/duplex	\$ 0.75	\$ 0.75	Square foot of gross living area
Multi-unit/apartment (other than townhouses or duplexes)	\$ 998.51	\$ 998.51	Dwelling unit
Mobile home	\$ 1,995.78	\$ 1,995.78	Dwelling unit

**TABLE 2
RECREATIONAL FACILITIES
IMPACT FEE PER VARIABLE UNIT**

<i>Type of New Development</i>	<i>Recreational Facilities Impact Fee Per Variable Unit</i>	<i>Variable Unit</i>
Single-family residence	\$ 0.52	Square foot of gross living area
Townhouse/duplex	\$ 0.75	Square foot of gross living area
Multi-unit/apartment (other than townhouses or duplexes)	\$ 664.46	Dwelling unit
Mobile home	\$ 998.55	Dwelling unit

TABLE 3
TRANSPORTATION FACILITIES
IMPACT FEE PER VARIABLE UNIT

<i>Type of New Development</i>	<i>Transportation Facilities Impact Fee Per Variable Unit</i>	<i>Variable Unit</i>
Residential Uses		
Single-family	\$2,110.48	Dwelling unit
Townhouse/duplex	\$1,408.99	Dwelling unit
Multi-unit dwelling/apartment (other than townhouses or duplexes)	\$1,449.88	Dwelling unit
Mobile home	\$1,035.63	Dwelling unit
Nonresidential Uses		
General office	\$ 1.70	Square foot of floor area
Single-tenant office	\$ 1.88	Square foot of floor area
General light industrial	\$ 1.09	Square foot of floor area
Manufacturing	\$ 0.63	Square foot of floor area
Warehousing	\$ 0.78	Square foot of floor area
Quality restaurant	\$ 5.59	Square foot of floor area
High-turnover restaurant	\$ 6.73	Square foot of floor area
Fast food restaurant with drive-thru	\$ 20.59	Square foot of floor area
Small retail (less than 5,000 SF)	\$ 2.56	Square foot of floor area
Retail (5,001 SF to 100,000 SF)	\$ 4.51	Square foot of floor area
Retail (100,001 to 300,000 SF)	\$ 3.65	Square foot of floor area
Retail (greater than 300,000 SF)	\$ 3.33	Square foot of floor area
Bank with drive-up	\$ 12.05	Square foot of floor area
Daycare center	\$ 4.09	Square foot of floor area
Hotel/motel	\$ 1,817.16	Room
Gas station/convenience store	\$ 3,374.07	Pump
New car sales	\$ 6.52	Square foot of floor area
Automobile Service	\$ 3.96	Square foot of floor area
Automated car wash	\$ 5,280.90	Wash stall
All other uses	\$ 205.90	New trip

SECTION II: This ordinance shall take effect upon its passage.

TABLE 1

SCHOOL FACILITIES IMPACT FEES PER VARIABLE UNIT

Type of New Development	Concord District Facilities Impact Fee per Variable Unit		Merrimack Valley School District Facilities Impact Fee per Variable Unit		Variable Unit
	2013 Fee	Adjusted Fee	2013 Fee	Adjusted Fee	
Single Family Residence	\$1.08	\$1.12	\$1.08	\$1.12	Square foot of Gross Living Area
Townhouse / Duplex	\$0.72	\$0.75	\$0.72	\$0.75	Square foot of Gross Living Area
Multi-Unit / Apartment (other than Townhouses or Duplexes)	\$965.77	\$998.51	\$965.77	\$998.51	Dwelling Unit
Mobile Home	\$1,930.34	\$1,995.78	\$1,930.34	\$1,995.78	Dwelling Unit

Note: Inflationary increase from July 2009 to July 2010 was 1.89%. Source: RS Means, Facilities Construction Cost Data 2011.

Note: Inflationary increase from July 2010 to July 2011 was 4.20%. Source: RS Means, Facilities Construction Cost Data 2012.

Note: Inflationary increase from July 2011 to July 2012 was 1.78%. Source: RS Means, Facilities Construction Cost Data 2013.

Note: Inflationary increase from July 2012 to July 2013 was 3.39%. Source: RS Means, Facilities Construction Cost Data 2013.

	Historical Cost Index	Percentage Increase	Historical Cost Index	Percentage Increase
Jul-00	120.9		Jul-09	
Jul-02	128.7		Jul-10	-0.17%
Jul-04	143.7	6.45%	Jul-11	1.89%
Jul-05	151.6	11.66%	Jul-12	4.20%
Jul-06	162.0	5.50%	Jul-13	1.78%
Jul-07	169.4	6.86%		3.39%
Jul-08	180.4	4.57%		
		6.49%		

TABLE 2

RECREATIONAL FACILITIES IMPACT FEES PER VARIABLE UNIT

Type of New Development	Recreational Facilities Impact Fee per Variable Unit		Variable Unit
	2013 Fee	Adjusted Fee	
Single Family Residence	\$0.50	\$0.52	Square foot of Gross Living Area
Townhouse / Duplex	\$0.72	\$0.75	Square foot of Gross Living Area
Multi-Unit / Apartment (other than Townhouses or Duplexes)	\$642.67	\$664.46	Dwelling Unit
Mobile Home	\$965.81	\$998.55	Dwelling Unit

Note: Inflationary increase from July 2009 to July 2010 was 1.89%. Source: RS Means, Facilities Construction Cost Data 2011.

Note: Inflationary increase from July 2010 to July 2011 was 4.20% Source: RS Means, Facilities Construction Cost Data 2012.

Note: Inflationary increase from July 2011 to July 2012 was 1.78%. Source: RS Means, Facilities Construction Cost Data

Note: Inflationary increase from July 2012 to July 2013 was 3.39%. Source: RS Means, Facilities Construction Cost Data

	Historical Cost Index	Percentage Increase
Jul-07	169.4	
Jul-08	180.4	6.49%
Jul-09	180.1	-0.17%
Jul-10	183.5	1.89%
Jul-11	185.7	1.20%
Jul-12	194.6	4.79%
Jul-13	201.2	3.39%

TABLE 3

TRANSPORTATION FACILITIES IMPACT FEES PER VARIABLE UNIT

Type of New Development	Transportation Facilities Impact Fee per Variable Unit		Variable Unit
	2013 Fee	Adjusted Fee	
Residential Uses			
Single Family Residence	\$2,051.60	\$2,110.48	Dwelling Unit
Townhouse / Duplex	\$1,369.68	\$1,408.99	Dwelling Unit
Multi-Unit / Apartment (other than Townhouses or Duplexes)	\$1,409.43	\$1,449.88	Dwelling Unit
Mobile Home	\$1,006.74	\$1,035.63	Dwelling Unit
Nonresidential Uses			
General Office	\$1.66	\$1.70	Square Foot of Floor Area
Single Tenant Office	\$1.82	\$1.88	Square Foot of Floor Area
General Light Industrial Manufacturing	\$1.06 \$0.61	\$1.09 \$0.63	Square Foot of Floor Area Square Foot of Floor Area
Warehousing	\$0.76	\$0.78	Square Foot of Floor Area
Quality Restaurant	\$5.43	\$5.59	Square Foot of Floor Area
High Turnover Restaurant	\$6.54	\$6.73	Square Foot of Floor Area
Fast Food Restaurant	\$20.02	\$20.59	Square Foot of Floor Area
Small Retail (0 to 5,000 sf)	\$2.49	\$2.56	Square Foot of Floor Area
Retail (5,001 to 100,000 sf)	\$4.38	\$4.51	Square Foot of Floor Area
Retail (100,001 to 300,000 sf)	\$3.55	\$3.65	Square Foot of Floor Area
Retail (greater than 300,000 sf)	\$3.24	\$3.33	Square Foot of Floor Area

Type of New Development	Transportation Facilities Impact Fee per Variable Unit		Variable Unit
	2013 Fee	Adjusted Fee	
Bank with Drive Up Lanes	\$11.72	\$12.05	Square Foot of Floor Area
Day Care Center	\$3.98	\$4.09	Square Foot of Floor Area
Hotel/Motel	\$1,766.47	\$1,817.16	Room
Gas Station/Convenience Store	\$3,279.94	\$3,374.07	Fueling Station (pump)
New Car Sales	\$6.34	\$6.52	Square Foot of Floor Area
Automobile Service	\$3.85	\$3.96	Square Foot of Floor Area
Automated Car Wash	\$5,133.36	\$5,280.69	Wash Stall
All Other Uses	\$200.16	\$205.90	New Trip

Note: Inflationary increase from November 2012 to December 2013 was 2.87%. Source: Engineering News Record. Enr.com - Construction Cost Index History (1908-2011) December 3, 2011.

Note: Inflationary increase from December 2011 to November 2012 was 2.46%. Source: Engineering News Record. Enr.com - ENR's Construction Cost Index History (1908-2012) November 2012.


Construction Cost Index	
Jul-00	6225
Jul-02	6605
Jul-04	7126
Jan-06	7660
Dec-06	7888
Nov-07	8092
Dec-08	8551
Dec-09	8641
Dec-10	8952
Dec-11	9172
Nov-12	9398
Dec-13	9668
	6.10%
	7.89%
	7.50%
	3.24%
	2.59%
	5.67%
	1.05%
	3.60%
	2.46%
	2.46%
	2.87%



CITY OF CONCORD

TJA

REPORT TO THE MAYOR AND CITY COUNCIL

FROM: Stephen Henninger, Acting City Planner 
DATE: December 20, 2013
SUBJECT: Annual Review of the Public Capital Facilities Impact Fee Ordinance

Recommendations

Adopt an amendment to Chapter 29.2, Public Capital Facilities Impact Fee Ordinance, replacing the current impact fee tables with an updated schedule of fees that reflects the increase in construction costs since the impact fees were last adjusted in February 2013.

The Planning Board voted unanimously to recommend that the City Council adopt the adjusted schedule of fees and expressed its support for a consistent annual update process to keep steady pace with inflation, rather than increasing the fees less frequently and adopting higher rates that reflect larger cumulative changes.

Background

The current Public Capital Facilities Impact Fee Ordinance was adopted in June 2001 and contains a requirement in Section 29.2-1-2(b)(10) that the impact fee tables "shall be reviewed periodically by the Planning Board and shall be revised by the City Council whenever appropriate." It requires a report by the Board's Clerk each year to the City Council "with respect to increases in the estimated costs to construct public capital facilities" including recommendations "for appropriate adjustments to the impact fee tables." Specific sources of cost data and information for updating the fees are cited in the ordinance.

The City Council last amended the ordinance on February 11, 2013.

Discussion

The Planning Board, at the regular meeting on December 18, 2013, considered a report from the Planning Division relative to the annual review of the Fee Schedule for the Public Capital Facilities Impact Fee Ordinance. The Planning Division's

report to the Board included proposed new fee schedules for the School, Recreation and Transportation Facilities Impact Fees. These schedules were developed using the data sources and indices as specified in the Ordinance. A draft Ordinance amending the Public Capital Facilities Impact Fee Ordinance to incorporate these new fee schedules was also submitted to the Board for their review.

The rate of inflation from 2012 to 2013 for school and recreation construction costs is 3.39% and for highway construction costs is 2.87%.

Copies of the tables containing the proposed new fee schedules, as well as the draft Ordinance which would implement these fee schedules, are attached to this report.



CITY OF CONCORD

REPORT TO MAYOR AND THE CITY COUNCIL

FROM: Carlos P. Bafa, Deputy City Manager—Development

DATE: June 25, 2014

SUBJECT: Sign Regulation Ordinance Amendments

Recommendation

Accept this report and set the attached ordinance amendment for public hearing.

Background

The Zoning Board of Adjustment (ZBA) considered a request to allow a mechanical sign on May 1, 2013. The request was for a variance to allow a “scroller” type sign for fuel price display on a freestanding sign at a filling station in the City. These types of signs are not currently allowed under the Sign Regulations, Article 28-6.

A “scroller” is a type of sign that contains a vinyl scroll that can scroll up or down to display a specific image in the display window. In the case of the fuel price display, there are numbers on the vinyl scroll that can be changed to show the current price. The ZBA determined that it was unable to grant the request for a variance to allow a “scroller” sign because the Sign Regulations as applied to the property did not interfere with the reasonable use of the property, as is required for a finding of hardship to grant a variance.

The ZBA requested that City Council review its existing Sign Regulations, Article 28-7, to address whether it is appropriate to amend the current regulations as they pertain to “scroller” signs. A consent report on this issue was submitted to City Council for its January 13, 2014 meeting. The City Council agreed to review the matter to determine whether an amendment would be appropriate and forwarded the inquiry to the Planning Board.

Discussion

The Planning Board conducted public hearings and considered draft amendments to the City’s Sign Regulations during its meetings of April 2, 2014, May 21, 2014 and June 18, 2014.

7-41

8-29

9-45 12A

10-44

By a vote of 7 to 3, the Planning Board did not recommend permitting mechanical scrolling signs under Section 28-6-9 of the Sign Ordinance (Signs Permitted in Nonresidential Districts). In voting against the adoption of mechanical scrolling signs, issues cited included: (1) concerns that an amendment to the mechanical scrolling sign ordinance would present opportunities to bring legal challenges to the current sign ordinance, which has been upheld by courts and prohibits electronic message centers; and (2) concerns that some types of mechanical scrolling signs could have negative aesthetic impacts.

The Planning Board, did however, vote to recommend the addition of references and/or definitions for "environmentally activated," "programmed," and "mechanical scrolling" signs as well as "electronic message centers" to the ordinance. These types of sign are prohibited under the existing ordinance but the definitions are intended to provide clarification.

A draft ordinance is attached which sets forth the provisions recommended by the Planning Board for adoption.

CITY OF CONCORD

In the year of our Lord two thousand and fourteen

AN ORDINANCE amending the CODE OF ORDINANCES, Title IV, Zoning Code; Chapter 28, Zoning Ordinance, Article 28-6 Sign Regulations and Glossary

The City of Concord ordains as follows:

SECTION I: Amend the CODE OF ORDINANCES, Title IV, Zoning Code; Chapter 28, Zoning Ordinance, Article 28-6 Sign Regulations, Section 28-6-7, Signs Prohibited Under This Ordinance, Paragraphs (a) and (h) as follows:

28-6-7 Signs Prohibited Under This Ordinance.

All signs not expressly permitted under Sections 28-6-8 and 28-6-9 of this ordinance, or signs not expressly exempt from permit requirements under Section 28-6-3 of this ordinance, are prohibited in the City of Concord. Such signs include but are not limited to the following:

(a) ***Programmed or environmentally activated*** [S]signs which physically or visually move, rotate or create an illusion of movement, or which have parts or surfaces that physically or visually move, rotate or create the illusion of movement or which emit audible sound or noise.

(h) Signs which ***are or appear to be*** animated or projected, or which are intermittently or intensely illuminated or [ef] ***have*** a traveling, tracing, scrolling, ***automated***, or sequential light type, or signs which contain or are illuminated by animated or flashing light

SECTION II: Amend the CODE OF ORDINANCES, Title IV, Zoning Code; Chapter 28, Zoning Ordinance, Glossary, by adding Sign definitions for Electronic Message Center, Environmentally Activated, Programmed and Mechanical Scrolling, and renumbering as follows:

(5) Sign, Electronic Message Center. A sign or portion of a sign, that displays an electronic image or video, which may include text, including any sign or portion of a sign that uses lights or similar form of electronic display such as LED to form a sign message or messages with text and or images wherein the sequence of messages or the rate of change is electronically programmed or can be modified by electronic processes. This definition includes without limitation television screens, plasma screens, digital screens, flat screens, LED displays, video boards, and holographic displays.

(6) Sign, Environmentally Activated. *An animated sign or device motivated by wind, thermal changes, or other natural environmental input. Includes spinners, pinwheels, pennant strings, and/or other devices or displays that respond to naturally occurring external motivation.*

(57) Sign, Freestanding. A self-supporting sign, the supports of which are permanently anchored in the ground and are independent from any building.

(68) Sign, Marquee. Any sign attached to or in any manner made part of a permanent roof-like structure projecting beyond the wall of a building.

(79) Sign, Mechanical Scrolling. *A sign utilizing track or roller mounted alpha-numeric copy that is changed by mechanically-driven means and is non-digital.*

(810) Sign, Monument. A type of freestanding sign for which the sign, its supports, and base are a monolithic structure.

(911). Sign, Pennant. Any lightweight plastic, fabric or similar material, whether or not containing a message of any kind, suspended from a rope, wire, or other material, usually in a series, designed to move in the wind.

(12) Sign, Portable. Any sign not permanently attached to the ground or other permanent structure, or a sign designed to be transported.

(1013) Sign, Programmed: *A sign capable of displaying changing content without the need for direct and immediate manual input.*

(1114) Sign, Projecting. Any sign affixed to a building with the plane of the sign at an angle to the plane of the wall of the building.

(1215) Sign, Roof. Any sign erected and constructed wholly on and over the roof of a building and supported by the roof structure.

(1316) Sign, Temporary. A sign that is used in connection with a circumstance, situation, or event that is designed, intended, or expected to take place or to be completed within a reasonably short or definite period of time after the erection of the sign; or a sign that is intended to remain on the location where it is erected or placed for a reasonably short or definite period of time after the erection of the sign. If the sign display area is permanent but the message displayed is subject to periodic changes, that sign shall not be regarded as a temporary sign.

(1417) Sign, Wall. A sign attached to, or erected against the wall of a building with the face of the sign in a parallel plane to the plane of the building wall, and projecting no more than fourteen (14) inches from the building wall.

(18) Sign, Window. Any sign that is placed inside or upon the window panes or glass, and that is visible from the exterior of the building or structure.

SECTION III: This ordinance shall take effect upon its passage.

Explanation: Matter added to the current ordinance appears in **bold italics**.

Matter removed from the current ordinance appears [~~in brackets and struck through~~].



TAP



Public Safety Board

April 7, 2014

3:00 p.m.

City Council Chambers

Members present: Councilor Amanda Grady Sexton (Chair), Mr. Michael Russell, Councilor J. Allen Bennett, Councilor Fred Keach, Ms. Lisa Brown, Mr. Anthony Bourque, Mr. Jim Cotsana, Mr. Don Carter, Mr. Steve Edwards, Ms. Carol Hargrove

City Staff Present: Acting Police Chief Brad Osgood, Fire Chief Dan Andrus (Staff Liaison), Deputy Fire Chief Sean Toomey

Not Present: Councilor Brent Todd, Councilor Stephen Shurtleff, Councilor Rob Werner, Mr. Jim O'Neill

Note: Councilor Werner was not notified of this meeting due to an error of the part of the staff liaison.

Call to Order

Councilor Grady Sexton called the meeting to order at 3:00 p.m. Board members and City staff introduced themselves.

Approval of Meeting Minutes

The board reviewed the minutes of October 7, 2013. Mr. Bourque asked for a correction on page 4. Councilor Keach moved to approve the minutes of October 7, 2013 as amended. Mr. Cotsana seconded the motion. The motion passed unanimously.

Annual Report of the Public Safety Board

Acting Police Chief Brad Osgood introduced himself and highlighted some areas of the report. An average of 242 people are arrested each month. Of this number, 44 are juveniles. A total of 590 criminal offenses are reported each month; 15% are felonies. There were six traffic fatalities in FY12. There has been one in the current fiscal year.

There were 3,300 traffic citations. Bike patrol is very robust. Vacancies include a Chief's position and three police officers.

Acting Chief Osgood said that there are ongoing issues with drug problems. Seven people have died from drug related causes. He has submitted a report on panhandling. There have been 26 calls and seven arrests in the month of March 2014 related to the new City ordinance. The cold weather shelter for homeless persons is now closed, which creates the potential for additional problems.

Councilor Grady Sexton asked if the ordinance was helpful. Chief Osgood described the behavior of locking up intersections by pressing the "Walk" button. The ordinance has addressed the safety problem of people going into the roadway to solicit. Councilor Grady Sexton asked about business concerns. Chief Osgood said that the downtown car patrols the area of most concern. Councilor Grady Sexton asked about the presence of sex offenders and the viewing of inappropriate material in the library. Chief Osgood said that patrol staff and other Police employees check the library frequently. Councilor Grady Sexton asked if it is difficult to curb behavior and if there is anything that this board can assist with. Chief Osgood said that the library is very responsive to the issue, but sometimes it is difficult to enforce as the subjects have left.

Councilor Keach asked how many Police employees are eligible to retire. Chief Osgood said that number is 8 to 12. Councilor Keach asked if a stronger economy is having any effect. Chief Osgood said that law enforcement is a "niche job" and that people rarely leave for other jobs. Mr. Edwards asked about the mix of City residents versus non City residents among the homeless and what segment of the population has drug use issues. Chief Osgood said that residency determination is difficult and that drug users are in all ages, from 16 to their 50's. There are no stereotypes. He described a meeting that the Police Department convened two weeks ago where the comment was made "We will not arrest ourselves out of this situation." Enforcement is not the answer. Waiting times for treatment are extensive. Overprescribing medication is a problem. Heroin in particular is an extremely addictive substance.

Mr. Carter asked about vacancies in the Police Department. Chief Osgood said there are three police officer vacancies and that the detective unit is buried with felony cases and needs another investigator. Mr. Carter asked how long it takes to hire. Chief Osgood said that the best case scenario is two months from application to hire. He recommended aggressively pursuing getting to full staffing and retention. Three people graduate from the academy this Friday. Mr. Carter asked if there is a need above the level of 84. Chief Osgood said that he would support another sworn officer. He wants to increase the community resources unit. Another officer is needed to investigate drug offenses.

Mr. Cotsana asked if there is a penalty for viewing inappropriate material on library computers. Chief Osgood said that it depends on the type of material. If it involves children, yes. If it involves adults, no.

Councilor Grady Sexton asked about an incident involving US Marshals. Councilor Bennett commented on alcohol use and people locking themselves in the men's room. Chief Osgood said the problem has been addressed by requiring the use of a key, but evidence of drug use still exists. Councilor Keach said that the library sees the viewing of pornography as a First Amendment issue. This is a policy decision. It should not be accessible to being seen by children. Councilor Grady Sexton agreed.

Councilor Grady Sexton asked about the construction of a women's prison in Concord. Chief Osgood said that a meeting is planned on the women's prison. He said there is some problem with large amounts of granite from the original prison construction being buried at the site of the proposed construction.

Chief Andrus reviewed the report for the Fire Department. He noted the decrease in calls, although structure fires increased substantially. He spoke of the collaboration with the Visiting Nurses Association to have the Fire Department identify elderly patients who have fallen in their homes and offer them VNA resources. The program has been in place for three years and there has been a drop in the number of calls. Chief Andrus noted that he has been compiling statistics for the budget narrative and that fire calls are trending down and EMS calls are trending up.

Mr. Edwards asked about good intent calls. What are these. Chief Andrus said that this occurs when something is mistaken for a hazardous condition, such as steam coming from a building being mistaken for smoke. The Fire Department does not mind being called if there is a question about a hazard. We would rather respond to something that turns out not to be a problem, rather than not respond to a real problem.

Chief Andrus reviewed the list of 2013 accomplishments. The Insurance Services Office rating was upgraded, placing the City in the top 1.2% of thousands of communities surveyed. This is not all about the Fire Department. The water supply accounts for a large share of the rating and received a nearly perfect score. All front line firefighters completed the intensive fireground survival course. This is important, especially after the recent tragic events in Boston. The new tower truck went into service last April and is an excellent vehicle that has been used several times. It was designed by a team of employees from Fire and from Equipment Services to be the best value. A new Engine 4 has been ordered and will be delivered this spring. Hillsborough was added to the dispatch center, bringing to 22 the total number of communities served by this center. Chief Andrus invited all board members to tour the facility.

Chief Andrus turned to his recommendations. The highest priority is the restoration of Engine 1 to service. There can be delays in getting an engine to a structure fire. Those delays are most acutely felt in Penacook where it can take well over ten minutes to get units on scene if Manor Station units are out. A Boscawen engine was the first to arrive

on the scene of a house fire on Washington Street last October. This is a major gap in the City's protection.

Mr. Carter asked what an acceptable response time is. Chief Andrus said the goal is that 80% of emergency responses be made in under five minutes. We are currently at about 66% of responses in that time frame. Response time is important. A few weeks ago, a partition fire was reported in a house on Blackwater Road. Due to the distance, response time was about 12 minutes. Crews found significant fire when they arrived. In March of 2009, a fire victim crawled onto the roof of a home on Rumford Street and was perched there when fire crews arrived and had to be rescued by ladder.

Mr. Carter asked about the impact to response time if Engine 1 were to be put back in service. Chief Andrus said that, since there is another unit at Central Station that handles the calls that would have gone to Engine 1, the impact on response time is minimal. Most of the calls are for medical emergencies. The real concern is the potential for structure fires. There are about 1,400 calls in the Central Station district each year. The plan would be to keep one of the fire engines when a new Engine 5 is purchased. It would also be necessary to add four people and overtime. The annual cost would be in excess of \$900,000.

Councilor Bennett said that there was a large increase in retirement costs last year as a result of the state "downshifting" their costs to local governments. This was \$12. To \$1.3 million. It was a significant increase and resulted in a tax increase. The bond rating has been upgraded, but insurance costs have also increased. The Fire Department has a \$12 million budget, \$11 million of which is attributable to wages and benefits. This is an expensive item to consider and he does not see it happening in the next 2-3 years.

Chief Andrus discussed the letter from President Hebert of the Concord Fire Officers Association. Chief Andrus expressed his appreciation for the manner in which significant downsizing was handled in 2009. No one was laid off. An employee whose position was eliminated was able to be relocated to another division. The City did a good job in handling a serious crisis. It did create a gap in services.

Mr. Bourque asked about the number of calls per year to the state prison. Will this double with the new women's prison? Chief Andrus said that adding the new prison will certainly have an impact. Mr. Bourque asked if this is being negotiated. Chief Andrus said that the state pays the City \$125,000 annually for Fire Department services. That number has been the same for many years. A substantial amount of property in the City is tax exempt, although some of those entities do contribute payments in lieu of taxes, such as St. Paul's School.

Deputy Chief Toomey reported that the Fire Department responded to 115 calls to the prison in 2013 and has responded to 27 calls so far this year. Increases are anticipated.

Ms. Brown asked about the request for Engine 1. Chief Andrus said that this is to staff an engine company at Central Fire Station. The Department currently has five engines, three front line and two in reserve. The request is asking for staffing for an additional engine. Councilor Keach asked if this includes everything. Chief Andrus said yes, this included the cost of new employees including benefits as well as additional overtime to maintain a minimum staffing level.

Councilor Bennett spoke on continuing financial crises across the country. We are all struggling.

Councilor Grady Sexton spoke of the delays to care in getting into the prison.

Chief Andrus reviewed his other recommendations. These include an additional person to in the EMS and Professional Standards Bureau. This would be added to the current position. One position would focus on training and another on EMS. The Fire Department is seeing an increase in inspection workload and permit fees and he recommends the restoration of an assistant fire marshal position that was cut several years ago. A fire alarm technician position was also cut in 2009, leaving the supervisor to work alone. This position is responsible for the City fire alarm system, the fiber optic network, and all traffic control devices.

Chief Andrus also talked about a recommendation to increase minimum staffing to add a fourth person to the ladder company. This recommendation emerged from a comprehensive review of safety standards. The current staffing with three persons means that the crew must often be split to perform different tasks and this means that someone is working alone, often in a dangerous environment. This should not be competing as a priority with Engine 1, but should be addressed as funds become available.

Chief Andrus reviewed a spreadsheet on special events costs. This is not all inclusive, but includes the major events in the City and the costs to event organizers. We will continue to work with General Services, Fire, and Police to streamline the process to encourage events, which are important for the community. Mr. Carter asked if all costs were recovered. Chief Andrus said yes.

Ms. Hargrove moved to accept the reports. Councilor Bennett seconded the motion. The motion passed unanimously.

Next Meeting

The next meeting will be held at the call of the chair.

Adjournment

The meeting was adjourned at 4:21 p.m.

**Public Safety Board
Minutes
April 7, 2014
Page 6 of 6**



Public Safety Board

September 8, 2014

3:00 p.m.

City Council Chambers

Members present: Councilor Amanda Grady Sexton (Chair), Mr. Jim O'Neill, Mr. Michael Russell, Councilor Fred Keach, Councilor Brent Todd, Councilor Stephen Shurtleff, Ms. Lisa Brown, Mr. Anthony Bourque, Mr. Don Carter, Ms. Carol Hargrove

City Staff Present: Deputy City Manager Carlos Baia, City Solicitor James Kennedy, Acting Police Chief Brad Osgood, Fire Chief Dan Andrus (Staff Liaison)

Not Present: Councilor J. Allen Bennett, Councilor Rob Werner, Mr. Steve Edwards, Mr. Jim Cotsana

Call to Order

Councilor Grady Sexton called the meeting to order at 3:09 p.m. Board members and City staff introduced themselves.

Approval of Meeting Minutes

The board reviewed the minutes of April 7, 2014. Mr. Carter moved to approve the minutes of April 7, 2014 as written. Mr. Russell seconded the motion. The motion passed unanimously.

Disruptive Properties

City Solicitor James Kennedy reported on a property at 74 Rumford Street and said that a citizen had suggested an ordinance. Concord has a general nuisance ordinance (City Code 13-1-3) which includes trash and refuse. There is some concern about adopting some of the suggested ordinances as written.

Mr. O'Neill asked if it was a misnomer to refer to "disruptive property" and not the tenants causing the disruption. Mr. Kennedy said that was correct, the focus is on individuals. Mr. O'Neill asked about the origins of the ordinances in Bangor and Orono. Mr. Kennedy said that he had not yet had the opportunity to speak to Bangor officials.

Mr. Carter said that he had contacted the Bangor Police Department and that they said that they have seen a decrease in activity. Mr. Carter said that he has issues with different sections of the ordinance. Councilor Todd asked about concerns in adopting the ordinance. Mr. Kennedy replied that there were sections that were ambiguous and confusing.

Ms. Kathy Conners testified that she had lived on Cambridge Street since 1987. There have been many problems, including illegally parked cars. Two drug dealers were arrested in 2010. She said that her main concern is safety. She has been unable to use her backyard for several years. She reported being threatened. She said that she wants to live there and feels like she can not. She said that other neighbors are seeking to move. She does not know what to do. The Police Department and Code Administration can only do so much. She said that she is very pleased with the Police response. She said that she did not look at Orono's ordinance for a possible template.

Councilor Grady Sexton thanked Ms. Conners for her very reasonable approach. Ms. Brown asked if the landlord has other properties. Ms. Conners replied no, that he lives in Pembroke. This property has been getting worse. Councilor Shurtleff asked about communications over concerns with mental health issues and if this is the target. Ms. Conners said that it is not. Councilor Todd thanked Ms. Conners for her patience and asked her to give examples of why her yard could not be used. Ms. Conners said there is a stench of old beer, that a bucket of vomit was thrown from a porch, that public urination has been witnessed, that two apartments have been vacated in the last two weeks, and that drug dealing is the most upsetting problem. Ms. Brown asked if there was any response from the landlord. Ms. Conners said yes, every once in a while, that he has done some things.

Acting Police Chief Brad Osgood reviewed the report and the five year history of calls for service. That included 120 calls, 28 arrests, and 140 hours of personnel time. Calls included drug activity and fights in progress. One tenant has been arrested twice since July 1st. Another tenant has been arrested 35 times in 15 years. The Code Administration Division has identified nine violations within the structure. The landlord has been cooperative.

Ms. Hargrove asked if there have been any issues with animals. Chief Osgood replied yes, with vicious dogs. Chief Osgood said that the Police Department has been very good about working with Code on training. Councilor Grady Sexton asked if the Police Department can bring charges against the landlord. Chief Osgood said that there is no mechanism to hold the landlord accountable. Mr. O'Neill asked if the City can enforce on code violations. Mr. Kennedy said they can and do. Chief Osgood reported on a document citing nine code violations. Mr. Carter asked if there are situations where landlords are required to have a certificate of occupancy. Mr. Kennedy said yes. Mr. Carter asked how many other properties in the City have similar issues. Mr. Osgood said that tenants are the issue, and that they often move from one property to another. Mr.

Shurtleff said that Ms. Conners got a less than satisfactory response from Code Administration and that it would be helpful to have someone from that division here. Councilor Keach said that the Police and Fire Departments respond to 65 South State Street two to three times a week. He is very sympathetic to Ms. Conners. He said that as a Portland police officer, bars in that city were penalized for excessive calls-so they stopped calling. He cautioned about creating disincentives.

Councilor Todd said that he wished to reiterate that landlords may not know of problems. He advised caution about where we go with this ordinance. Chief Osgood said that his department enforces both City ordinances and State law. He said the existing framework is pretty good. Councilor Todd asked if he would recommend revisions. Chief Osgood said that he had met with Mr. Kennedy to review language and that there are opportunities to firm up the language.

Councilor Grady Sexton said that changes in the law should be a last case scenario. She asked if there were any other opportunities to work with other agencies. Chief Osgood said that they are doing the best they can to work with other City departments. Mr. Russell asked when they started working with Code Administration. Chief Osgood said the date was August 12th. Mr. Russell asked if there had been positive results.

Resident Jon Kelly testified. Mr. Kelly is a former resident of the Rumford St. neighborhood and currently a landlord in the City. Mr. Kelly indicated that landlords do not have the ability to evict people...only the Court has that ability. Mr. Kelly advised that he would like to see the Committee do something to address the issue but wants to ensure landlords are involved in the process as well. Mr. Kelly reported that he read the Maine ordinances but did not like them. He said they appear to hold the landlord responsible for tenant behavior. Mr. Kelly said that he has leases with tenants that spell out that they cannot engage in criminal behavior but that he currently does not include language on "disruptive behavior."

Chris Wellington from NH Legal Assistance testified. She also advised that she was a landlord or small property owner. She advised that she thinks the current City ordinances and State laws are acceptable for the City of Concord. Ms. Wellington said that there are currently avenues to address this issue without the need for a new ordinance. She too has reviewed the Maine ordinances and believes that they are vulnerable to a challenge. Her view is that the ordinance moves the Police more towards civil enforcement and more away from criminal enforcement. Ms. Wellington raised the issue of whether this would complicate State and Federal Fair Housing laws. She expressed a concern regarding discrimination with respect to a new ordinance.

Gilles Bissonnette, Staff Attorney from the NH ACLU testified. Mr. Bissonnette submitted a six page written testimony for the Committee to consider. He remarked that there was some concern regarding procedural due process with the Maine ordinances as

well as some concern with the 1st amendment. He advised that his concerns were spelled out in his written testimony.

City Councilor Byron Champlin spoke to the Board. Councilor Champlin advised that he was the Councilor on record that referred this matter to the Board. He expressed concern about the number of personnel hours invested in this one property. He indicated that the number of arrests does not seem to solve the problem. He expressed concern regarding the depreciation of property in the neighborhoods with properties such as this one. He posed the question...if we have the tools in our tool kit already then why have we let a property go this far. He said that we need to find a way to address these issues so that neighbors don't go years without a solution. Mr. Champlin said that the issue is complex.

Ellen Groh for the Coalition to End Homelessness testified. Ms. Groh indicated that she had concerns that an ordinance might penalize people and possibly deter people from calling the police.

Resident John Cook from Union Street testified. Mr. Cook advised that he lived in a similar situation many years ago. He said that he eventually bought properties adjacent to his home so that he could live peacefully. He said that you could get PTSD living in situations such as the one described by Ms. Connors.

Resident Kim Wheeler testified. Ms. Wheeler is a property owner on Rumford St. She remarked that all of the properties surrounding this one residence are nice. She said that what goes on at 74 Rumford Street is a circus.

The Board concluded its public testimony.

Councilor Todd indicated that the city should look at its existing ordinances and find out why they may not be working as they should. Councilor Keach indicated that there needs to be a focus on the individual behaviors. Mr. O'Neill discussed a motion to bring this back to the City Administration. He spoke about enforcement and whether or not we need to adjust our ordinances. He thought that this was best looked at by Legal, Code and Police. Councilor Shurtleff asked whether a sub-committee was necessary for this referral.

A motion was made by Mr. O'Neill and seconded by Councilor Todd: To refer the matter back to the City Manager to identify existing ordinances and statutes that we have in place and to identify any areas that may be lacking with ordinances and statutes and enforcement capabilities. The motion passed unanimously.

There was consensus within the Board that this should be done quickly.

City Solicitor Kennedy said that his office would reach out to other stakeholders as part of the review and thought that he could have a report back to the Board by November 2014

Councilor Grady Sexton remarked that there is overall consensus that this issue is not acceptable and the Board would like to move quickly to see what can be done to address this issue.

Next Meeting

The next meeting to review this matter will be scheduled at the call of the Chair.

Adjournment

Councilor Todd moved to adjourn the meeting. The motion was seconded by Councilor Shurtleff. The meeting adjourned at 5:07 PM

DRAFT
MINUTES OF THE LIBRARY TRUSTEES MEETING
SEPTEMBER 15, 2014

Present: Mike Alberici, Chris Casco, Jeremy Clemans, Megan De Vorse, Mary Beth Robinson, Chair, Lisa Sands, and Interim Co-Library Director Sandi Lee.

The meeting was called to order at 7:05 p.m.

The minutes of the June 2, 2014, meeting were approved.

Library Director's Report:

Sandi Lee gave the Director's Report for June, July, and August.

a) Chromebooks: She reported that 13 Chromebooks are in use by patrons and teens can use the Chromebooks. The deployment of the Chromebooks has been very smooth. The all-in-one computer stations have been moved throughout the library so there is no longer a cluster of 8 stations in the Reference section. This gives more privacy to computer users. There are no all-in-one stations in the teen section.

Every user of the Chromebooks has to sign an agreement that includes a \$500 fine for misuse of the Chromebook. The Chromebooks are less expensive than the traditional all-in-one computer stations and automatically update the software each night.

b) Teen Area: The Library staff has applied for a grant from the Library Foundation to buy a colorful rug and some special furniture for the teen area. The teen area is where the bulk of the Reference Section was previously. The majority of the reference section has been moved to storage.

c) Meeting Room: The small meeting room has been used more than 50 times a month. Ms. Lee expects use of the meeting room to rise with Concord High students being tutored and with English as a Second Language tutors. At present, the room cannot be reserved and this cause difficulty for some users. The amount of use of the meeting room is exciting and shows community use of the library.

d) Reference desk: The reference desk has been realigned to face patrons as they enter the library. This is to help build relationships with patrons and is part of a new customer service effort spearheaded by Deb Baker.

e) Telescope: The Library staff applied for a grant to acquire a telescope and have been awarded the grant. The NH Astrological Society is providing training and patrons will be able to check out the telescope.

f) Other grants: The Library Foundation gave money to support the Summer Reading Program, more equipment for the Play Space, and for a Museum Pass.

g) The Reen Trust has given money for new chairs for the auditorium.

h) The National Library of Medicine has offered the Library 3 programs on different topics. Each program also brings a grant of \$300 to buy medical books and a professional videographer to tape the program for the Youtube channel.

i) The new Library Directory starts on September 29 and a new cataloguer has been hired.

- j) A new volunteer has been working on the Library grounds and has raised the issue of possibly fragile trees in front of the Library. The City Arborist will review the situation.
- k) The staff has designed t shirts. Teddy's Ts can also make t shirts for the Trustees and the Trustees are encouraged to buy a library t shirt to participate in library events. Cost: \$12-\$30.
- l) The Library staff has planned a flash mob for 8:30 a.m. on 9/27/14 at the Farmer's Market. The Library staff has also planned a pub crawl for October and will be handing out coasters that promote the Library.
- m) *Around Concord* magazine will be doing a story on the Library for the winter issue.
- n) Sandi Lee has been notified by Probate Court of a bequest made to the library. The amount is unknown at this point.

CPL Foundation Update:

Ann Walls is the new chairman of the Foundation. The Foundation meets on 9/16/14. Mary Beth Robinson will attend the meeting. The Foundation was part of the interview process for the new Library Director. There are 15-18 members of the Foundation at present.

New Business:

The Trustees welcomed Chris Casco.

Old Business:

Bagan Trust: Mary Beth Robinson asked how the Bagan Trust was administered. The Bagan Trust pays for children's books with an emphasis on multi cultural issues.

Heights Community Center: The co-interim Library directors will meet with the two architects. The hope is that the library will have flexible space in Dame School. This will include use of the auditorium and also access to a kitchen.

75 Birthday Celebration: The Library plans to hold an open house event in January 2015. The building was dedicated on January 29, 1940. A source of money to fund such an event has yet to be secured.

Library Director: The Trustees thanked Jeremy Clemans and Mary Beth Robinson for being part of the selection panel.

Adjourned 7:50.

Respectfully submitted,
Megan De Vorsey

City of Concord
Transportation Policy Advisory Committee

TAA

Meeting Minutes

Thursday, June 26, 2014 - 6:00pm to 8:00pm
City Council Chambers

1. Call to Order/Introductions

Dick Lemieux, Chair, called the meeting to order and introduced Sheila Zakre, newly appointed to TPAC by City Council on June 9, 2014 as an At-Large member. Those in attendance included:

Committee Members Present:

Dick Lemieux (At-Large - Chair)
Byron Champlin (Council Representative)
Craig Tufts, (Bicycling Community)
Brent Todd (Council Representative)
Ursula Maldonado (At-Large)
Jim Sudak (Public Transportation Representative)
Sheila Zakre (At-Large)
Rob Mack, Traffic Engineer (City Manager's Designee)

Committee Members Not Present:

Rob Werner (Council Representative)
Tom Irwin (At-Large)

Staff, Visitors and Guests Present:

Ed Roberge, City Engineer (Staff Representative)

2. Approval of April 24, 2014 meeting minutes

The April 24, 2014 minutes as submitted were approved (Motion-Champlin; Second-Todd; Unanimous).

3. Presentations

There were no presentations.

4. Public Comment

There was no public comment.

5. New Business

a. Report from the Bicycle and Pedestrian Subcommittees with recommendations for improved access to the Friendly Kitchen.

Craig Tufts presented a draft report prepared by both subcommittees with recommendations to improve walking access to the Friendly Kitchen from the downtown area. At issue is maintenance of reasonable and safe walking routes, particularly in the winter. The most-used and most-direct walking route from downtown is along the railroad tracks and properties north of Storrs Street. This

route trespasses on private properties and is not maintained. The nearest sidewalk route is via the I-393 Connector sidewalk and Commercial Street, however, this sidewalk is under the jurisdiction of the NHDOT and not plowed in winter. The nearest maintained route is the connection between Horseshoe Pond Place and Commercial Street, however it is unlikely that this is a realistically-used route for pedestrians between downtown and the Friendly Kitchen area. The subcommittee recommendation is to consider a formalized non-vehicle path along the Tunis property (being considered for acquisition by city) and city-owned property (former Agway property). This path would require approval of at-grade rail crossings across both the NHDOT tracks and the Pan Am tracks.

TPAC members discussed the report and recommendations. It was noted that the Friendly Kitchen stated during its Planning Board approval hearing that it would be responsible to plow the I-393 sidewalk. This has not been observed yet, although there was concern noted about potentially unqualified persons plowing this heavily-trafficked location. It was also noted that the Tunis property was not yet available, but might be purchased by early fall. Staff (Administration) was in discussion with Pan Am representatives and NHDOT regarding potential railroad track relocation that might occur if the Tunis property becomes available to the city.

TPAC members felt that the subcommittee recommendations would provide significant public benefit and warranted further consideration, but concurred that further efforts should be coordinated with Administration's efforts to plan for and acquire the needed property and crossing easements. Members suggested that such a connection would have much value to the overall walking/cycling community as it would allow an enhanced connection for non-motorized traffic between the downtown and commercial street areas. TPAC suggested that staff meet with Friendly Kitchen representatives to get feedback on a potential pathway connection. Staff will bring TPAC's discussion on this topic to Administration staff coordinating the Tunis property review.

6. Old Business

a. Review/update Comprehensive Transportation Policy.

The Chair asked if any members would be interested in drafting up some potential wording updates to facilitate further TPAC discussion. Byron Champlin and Ed Roberge offered to collaborate on a draft.

7. Consent Reports

a. Approval of Subcommittee Minutes (Pedestrian, Bicycle, Public Transit, and Traffic Operations).

The following subcommittee minutes were reviewed and accepted by unanimous consent: Public Transportation - April 15, 2014; Public Transportation - May 13, 2014; and Traffic Operations - May 20, 2014.

8. City Council meeting update

At its June 9, 2014 meeting, City Council: referred a request to TOC to consider sidewalk improvements along Borough Road and safety improvements at the Washington/Borough/River intersection. Council also set public hearing for July 14, 2014

to consider parking changes recommended by the Parking Committee along S. Curtisville Road, Christian Avenue and S. Fruit Street.

9. TPAC Referrals from City Council, Staff and Chair

a. Referral from Councilor Herschlag regarding excessive traffic speeds in the West Village neighborhood in Penacook. (Council: 4/14/2014, TPAC 4/24/2014)

Rob Mack reported that staff had shared TOC findings with Councilor Herschlag regarding actual speeds and traffic cut through, as well as applicable aspects of the city's traffic management policy, particularly with regard to a request for neighborhood traffic calming. Councilor Herschlag noted that he would meet with constituents to discuss the new information and would reply back to staff on potential next steps.

b. Referral to TOC from Councilor Herschlag requesting that additional traffic calming methods or stop signs be used at the Washington/borough/River intersection, and that consideration be given to filling sidewalk gaps and enhancing pedestrian travel along Borough Road between Alice Drive and River Road. (Council: 6/09/2014, TOC 6/17/2014)

Rob Mack reported that Engineering and General Services staff are collaborating on a potential, low-cost intersection realignment where Borough Road would be aligned to intersect Washington/River Road at a single right-angle location. Engineering is also researching the history of potential sidewalk improvements along Borough Road previously considered and discussed with the neighborhood in roughly 2006-7.

10. Status report on subcommittees

a. Pedestrian Committee, Ursula Maldonado

Ursula Maldonado reported that TPAC-Ped met jointly with TPAC-Bike in June and worked on the draft Friendly Kitchen access report (Item 5a).

b. Bike Committee, Craig Tufts

Craig Tufts added that at the June meeting, TPAC-Bike also discussed the ongoing Loudon Road repaving project (D'Amante to NH 106) and staff's efforts to better accommodate bicycle travel along the corridor by implementing minor revisions to the former pavement-line locations. Concerns were also noted regarding the reinstatement of on-street parking along the southerly end of Storrs Street; previously available shoulders for bicycle travel have been filled with parkers, increasing dooring risks.

c. Public Transit Committee, Tom Irwin

Brent Todd reported that although the TPAC-PT subcommittee did not formally meet, Tom Irwin was working on developing additional 'performance measures' by which the effectiveness of CAT service can be better measured.

d. Traffic Operations Committee, Rob Mack

Rob Mack reported that the Traffic Operations Committee met last week and discussed both Council referrals (Items 9a and 9b). There was also discussion of various speeding and signing concerns from residents at various locations.

11. Staff Updates

a. Downtown Complete Streets Improvement Project – TIGER 2012 (CIP460)

Ed Roberge reported that a presentation of the project to City Council was scheduled for June 30 and would include the latest negotiated construction costs and construction options. Of note is that the snow-melt system appears to be an unrealistic option, and that the project limits may be reduced (for cost reasons) to include only Centre Street to Concord Street.

b. US Route 3 North Improvements (CIP 35)

Ed Roberge reported that construction in Penacook Village is progressing in a timely manner. Construction of the roundabout at the Village/Washington intersection would begin in July.

c. Sewalls Falls Bridge Replacement (CIP 22)

Ed Roberge reported that construction work on the new bridge is anticipated to begin this fall.

d. Loudon Road Corridor Improvements (CIP 19)

Ed Roberge reported that contracts for consultant design services for the project were under review with the NHDOT. It is expected that design will continue through 2014. Construction is anticipated in spring 2015.

e. I-93 Bow-Concord Study (NHDOT)

Not discussed.

12. Other Discussion Items

a. Brent Todd noted that there is a proposal in City Council to add more funds to the local street repaving program. A list of streets needing work has been made, but there is no method for prioritization. Ed noted that prioritization can be discussed during Council's discussion of out-year projects in the fall. Dick Lemieux suggested that TPAC could provide feedback on potential prioritization. Byron Champlin further suggested that TPAC could consider hosting a public meeting to get input from the public and funnel it back to Council.

b. Dick Lemieux and Brent Todd presented an old (ca. 1890) photo of Main Street featuring a long line of bicyclists posed in front of the brick building frontages. A request will be made to City Council in July to allow Main Street to remain closed after Market Days to until 9AM on Sunday July 20, 2014. Proposed is the assemblage of close to 100 bicyclists to recreate a modern version of the image which would then be made available for the next city 'time capsule'. The event would be staged between 7-9AM.

13. Adjourn

The meeting was adjourned at about 9:00 PM by unanimous consent.



Engineering Services Division

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Traffic Operations Committee

Meeting Agenda – September 16, 2014

Attendees: Rob Mack, PE, PTOE, Engineering Services
Jim Major, General Services
Greg Taylor, Concord Police Department
Eric Crane, Concord Police Department
Rick Wollert, Concord Fire Department

A. Regular Discussion Items

- 1) Overview of city-wide accident data, including prior-month accident summary and discussion of select accident locations, circumstances and potential action.

DISCUSSION / ACTIONS: Traffic accident data for August 2014 was reviewed. There were 95 reportable accidents in August 2014. This compares with 85 and 86 reportable accidents in August 2013 and 2012, respectively. 22 accidents resulted in total of 25 people injured. There were no fatalities.

There were four accidents involving pedestrians: a pedestrian aged 57 years working in the roadway on Minot street, stepping out from behind a dump truck and being struck by a passing vehicle that was waved through the work area (minimal injury, pedestrian at fault); a pedestrian aged 71 walking in the Hannaford parking lot and being struck by a driver aged 69 backing out of a parking space (minor injury, driver at fault); a pedestrian aged 26 years crossing S. Main Street in the crosswalk at Thompson Street and being struck by a southbound driver eating a burrito (minor injury, driver at fault); and a pedestrian aged 28 years jogging along Fisherville Road and while crossing at Bog Road, was struck by a Bog Road vehicle turning right onto Fisherville Road (minor injury, driver at fault).

There were two accidents involving bicyclists: a bicyclist aged 43 years traveling eastbound on the sidewalk near Morningstar Apartments and striking a vehicle attempting to exit from the apartment driveway (minor injuries, bicyclist at fault, no helmet worn); and a bicyclist aged 24 years travelling eastbound on Pleasant Street, crossing the intersection at N. State Street on a red light, and striking the passenger side of a southbound vehicle (injuries, bicyclist at fault, no helmet worn).

- 2) City Council meeting update.

DISCUSSION / ACTIONS: There were no TOC items on the August 11, 2014 Council meeting agenda.

- 3) Transportation Policy Advisory Committee (TPAC) update.

DISCUSSION / ACTIONS: TPAC did not meet in August 2014. TPAC would discuss the Snow Street speed referral from Council at its next meeting.

B. On-going Discussion and Action Items.

- 1) Referral from Councilor Herschlag requesting that additional traffic calming methods be considered on Wildflower Drive between Abbott Road and Woodbine Avenue and on Woodbine Avenue between Mayflower Drive and Sorrell Drive (**Council: 4/14/14**).

DISCUSSION / ACTIONS: Further action pending feedback from Councilor Herschlag.

- 2) Referral from Council regarding a concern by a resident of Snow Street on traffic speeds and cut-through movements and requesting stop signs to slow traffic. (**Council: 7/30/14**).

DISCUSSION / ACTIONS: Following up on TOC's discussion last month, Eric Crane reported that he performed targeted speed enforcement on Snow Street on several occasions. Enforcement was done using a motorcycle that was hidden from view. His opinion was that overall traffic speeds appeared appropriate and that excessive speeding was not observed. Several drivers (including local residents as well as through drivers) were stopped and spoken to and several received warnings. Rob Mack noted that this item would be discussed by TPAC next week with the Snow Street resident in attendance, and that he would report on TOC's discussion from last month including the supplemental enforcement efforts reported today.

C. New Discussion and Action Items

- 1) Request from a resident on High Street requesting High Street parking be further set back from the Summer Street intersection and that a stop sign be installed on Community Drive near the school driveway (**Engineering: 2/2/14**).

DISCUSSION / ACTIONS: Rob Mack reported that the Parking Committee met on September 15, 2014 and did not support the requested change to the parking restriction on High Street near Summer Street. TOC discussed the length of the painted stop line on High Street (painted across half of the street width) and if it was possible to consider a shorter length that would reflect half of the 'two-way travel' width, considering that parking takes up 8 feet of the street. That might encourage northbound drivers to stop closer to the curb, leaving more space for right turns from Summer Street. GSD will consider.

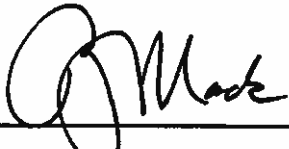
Regarding the request for a stop sign on Community Drive to slow traffic, it was noted that the MVSD is investigating potential changes to campus access and site circulation as was discussed at the August 19, 2014 TOC meeting. Possible geometric and traffic control changes to the Community/MVSD driveway intersection were included in the plan. TOC members concurred that the school proposals for this intersection should be first considered, preferably including reaching out to the neighborhood.

D. Open Discussion Items

- 1) Staff response to miscellaneous inquiries (refer to correspondence in agenda packet).

DISCUSSION / ACTIONS: None.

Respectfully submitted,



Robert J. Mack, PE, PTOE, Traffic Engineer
Chair, Traffic Operations Committee

***The next Traffic Operations Committee meeting will be held on
Tuesday, October 21, 2014 @ 12:00 PM in the 2ND Floor Conference Room.***





State of New Hampshire

1012F5



1012F5

Department of Safety
Division of Emergency Services and Communications
James H. Hayes Safety Building
33 Hazen Drive
Concord, New Hampshire 03305

John J. Barthelmes
Commissioner, Department of Safety

Bruce G. Cheney, ENP
Director, Division of Emergency Services and Communications

Earl M. Sweeney
Assistant Commissioner, Department of Safety

Peter A. Denutte, ENP
Assistant Director, Division of Emergency Services and Communications

**Enhanced 9-1-1
Commission Members:**

Chairman
Chief Douglas M. Aiken
NH Association of Fire Chiefs

Vice Chairman
Captain George Valliere
NH Police Officer

Secretary
William Wood
NH Division of Fire Standards
and Training & EMS

Kathryn Bailey
NH Public Utilities Commission

Marc Violante
NH Telephone Association

Karen Mead
FairPoint Communications

David Caron
NH Municipal Association

Sheriff Craig H. Wiggins
NH Sheriff's Association

Earl M. Sweeney,
Assistant Commissioner
NH Department of Safety

Cecily McNeil
Public Member

Derek Martel
Professional Firefighters of NH

Chief James Valiquet
NH Association of Police Chiefs

Linda M. Hodgdon, Commissioner
NH Department of Administrative
Services

Retired Chief Paul Szoc
NH Federation of Fire Mutual Aids

Sandra Tei
NH Disabled Community

Patrick Robinson
Mobile Telecommunications
Carriers Industry

Vacant
NE Cable Telecommunications
Association

Jonathan M. Goldman
NH Emergency Dispatchers
Association

Vacant
Comcast

September 12, 2014



MAYOR JAMES BOULEY
CITY OF CONCORD
41 GREEN STREET
CONCORD, NH 03301

Dear MAYOR BOULEY,

This letter is to inform you that effective October 15, 2014, the Division of Emergency Services and Communications (DESC) will be discontinuing the Emergency Stand-Alone (ESA) functionality for isolated phone service for the entire state.

Over the past year, a subcommittee of the 9-1-1 Commission has been meeting to discuss the issue of emergency stand-alone phones and how to better handle the process. The purpose of this analysis was to determine whether towns should be required to maintain a FairPoint or other incumbent telephone company back-up phone in the event communications are isolated within the town and calls cannot be delivered to the Public Safety Answering Point (PSAP).

When the E9-1-1 network was established, all local calls and calls to 9-1-1 from homes and businesses were carried by monopoly incumbent telephone providers¹. This routing involves sending a call from the caller's home to a remote switch, then a host switch and finally to the DESC PSAP. In most cases, there was no physical route diversity between remote and host switches. If the connection between the remote and host were severed (due to storm, traffic accident, etc.), customers physically connected to the remote switch had the capability to call other customers physically connected to the remote switch, but calls to destinations other than the remote switch could not be completed. In this scenario, customers were unable to reach the DESC PSAP.

Due to this situation, towns were required to designate a phone, physically connected to the remote switch, as the fail-safe route to emergency services. In the event the remote switch was in stand-alone mode, calls from customers to 9-1-1 would be connected to the town designated phone and manned by town officials during network outages.

Today the scene is much different. FairPoint no longer serves the majority of landline customers in the state. Other customers, including some municipalities, use other providers' networks. A town designated phone connected to an incumbent switch is no longer capable of connecting to the majority of customers in a town when that switch is in stand-alone mode.

As a result of a changing telecommunications landscape, increased competitive opportunities, and in general existence of more redundancy on all networks, the subcommittee concluded that access to 9-1-1 is generally more secure than it was when 9-1-1 was first established. Incumbent providers have added some physical route diversity where it did not previously exist and competitive providers reported physical route diversity in most of their locations. On June 27, 2014, the 9-1-1 Commission voted, based on the recommendation from the subcommittee, that a town designated phone is no longer an effective way to ensure access to emergency services during an outage for the majority of citizens. Accordingly, the Commission has advised all carriers to provide a fast busy signal when 9-1-1 calls cannot be completed to the PSAP.

If you have a dedicated municipal-designated phone to perform this function, you may disconnect this phone at this time. If your municipal-designated phone is also used for other day-to-day functions, there is nothing that you need to do. Please be aware, however, that moving forward when there is a failure at a remote switch and also a failure of any redundancy in place at that switch, your residents will receive a fast-busy tone when attempting to dial 9-1-1. In the rare event that your residents receive this fast busy, they should attempt to find an alternate means for making their request for emergency assistance such as using a cellular phone, a neighbor's phone which utilizes a different carrier or by contacting the local municipal agency directly.

Thank you for your time. If you have any questions or concerns about this letter, please contact Robert Brown, IT Manager or Timothy Scott, Data Operations Manager at (603)271-6911.

Sincerely,



Bruce G. Cheney
Director

¹ Incumbent telephone providers are those companies who had an exclusive franchise to provide local and instate calling and include FairPoint (formerly Verizon or NYNEX), TDS, Bretton Woods, Dunbarton, Dixville, Granite State and Northland Telephone Companies.

Bonenfant, Janice

10 Inf 6

From: colinvo=vanostern.com@mail.salsalabs.net on behalf of Colin Van Ostern
<colinvo@vanostern.com>
Sent: Friday, September 12, 2014 4:04 PM
To: * City Clerk
Subject: EC Report: A visit to Keene

Dear Friends,

Last week I hosted the Governor & Council meeting in Keene (at Cheshire Medical Center-Dartmouth Hitchcock Keene) where we heard briefings on the on-the-ground impact of Medicaid expansion from CMC leadership as well as representatives from Charlestown Family Medicine and the Bi-State Primary Care Association.

Additionally, as part of an ongoing efficiency reform project the Council finalized plans to expand a consent calendar at the beginning of Council meetings and to vote at our next meeting on a proposal to raise the threshold for which contracts the Council reviews (up to \$10k for personal service contracts and \$25k for other contracts). I've laid out my argument in favor of this move – in short, to cut state government waste and add scrutiny to larger expenditures – in an op/ed column here.

At last week's meeting, Council approvals included:

IN CENTRAL NH: a study of expanding the McKenna House in Concord for homeless individuals; final design contracts for rebuilding redlisted I-93 bridges in Northfield & Tilton; transfer of management of the Gerrish Depot in Boscawen to the state Resources & Econ Dev Dept for rehabilitation & restoration; archeological research in Sunapee State Park; grit disposal services in Franklin; and roof replacements at the Concord District Court, State Archives, and State House Annex.

IN MONADNOCK & WESTERN NH: Microenterprise lending grant for Cheshire & Sullivan counties; homeless support via Southwestern Community Services; reconstruction of 1,000 feet of Rt 63 along Spofford Lake in Chesterfield; a new master plan study for the Dillant-Hopkins Airport in Keene; and natural hazard mitigation in Marlow.

IN STRAFFORD CO: Microenterprise lending grant for Strafford County; mitigation payment for aquatic impacts to the Piscataqua River, North Mill Road, associated tidal wetlands and tidal buffer zones, and an isolated fresh water wetland; a grant to the Children's Museum of NH in Dover; a grant for Soak Up the Rain Great Bay; public water system management support in Dover; a grant from aquatic mitigation fund to Strafford Rivers Conservancy; expansion of Rochester water system loan by \$250k; and hazard mitigation planning grant for Madbury.

STATEWIDE: Included pharmacy benefits management in the recent state Medicaid expansion; grant for Critical Access Hospitals; and an operating agreement with the Milford-Bennington Railroad Co.

APPOINTMENTS: See below for full list.

The next meeting is on Wednesday, Sept 17 at the Seacoast Science Center in Rye, NH. If you have any questions, please don't hesitate to let me know via email at cvanostern@nh.gov or by calling me at (603) 290-5848.

Sincerely,

Colin

Executive Councilor, District 2

FULL 9/3 AGENDA

(or follow the links below for documentation of each item)

FULL INFORMATION

1. DETAIL: CENTRAL NH

#4 Authorized to enter into an agreement with the County of Merrimack, Boscawen, NH, for the purpose of conducting an expansion study that will benefit the McKenna House, Concord, NH, in the amount of \$12,000. Effective September 3, 2014 through December 31, 2015. **100% Federal Funds.**

#26 Authorized to enter into an agreement with Fay, Spofford & Thorndike LLC, Bedford, NH, for the final design efforts for the rehabilitation of the Red Listed bridges carrying I-93 northbound and southbound over the Winnepesaukee River between the Towns of Northfield and Tilton, for a total amount not to exceed \$550,323.89. Effective upon G&C approval through August 31, 2017. **100% Federal Funds.**

#27 Authorized the Bureau of Rail & Transit to transfer ownership and management of the Gerrish Depot on the Northern Railroad in Boscawen, NH to the Department of Resources and Economic Development at no cost for rehabilitation, historic preservation, and management as a recreational facility. Effective upon G&C approval.

#77 Authorized the Division of Parks and Recreation to enter into a contract with Hartgen Archeological Associates Inc., Rensselaer, NY, for the research and preparation of a Phase 1 Archeological Sensitivity Assessment for the grounds around a building referred to as the "Sunapee Schoolhouse" located at Sunapee State Park, in the amount of \$4,900. Effective upon G&C approval through November 30, 2014. **100% Conservation Plate Funds (Agency Income).**

#89 Authorized to amend a **retroactive sole source** contract with the City of Franklin, NH, (originally approved by G&C on 5-17-06, item #70), for residual (grit) disposal services, by increasing the amount by \$23,000 from \$26,900 to \$51,900. Effective July 1, 2014 through June 30, 2018. **100% WRBP Funds.**

#130 Authorized the Bureau of Public Works Design and Construction to enter into a contract with Rockwell Roofing Inc., Leominster, MA, for the roof replacement projects – Concord District Court, NH Records & Archives Building and NH State House Annex, Concord, NH, in an amount not to exceed \$704,500. (2) Further Authorized a contingency in the amount of \$75,000 for unanticipated cap flashing replacement and masonry repairs on the NH State House Annex, bringing the total to \$779,500. Effective upon G&C approval through

November 7, 2014. **100% Operating – General Funds.** (3) Further Authorized the amount of \$540 for payment to the Department of Administrative Services, Bureau of Public Works Design and Construction, for engineering services provided, bringing the total to \$780,040. **100% Transfer Funds (from other agencies).**

2. DETAIL: MONADNOCK REGION

#7 Authorized to award a grant to the County of Grafton, Haverhill, NH, in the amount of \$499,934 for the purpose of assisting five organizations to provide microenterprise training and technical assistance activities. Effective September 3, 2014 through June 30, 2015. **100% Federal Funds.**

#13 Authorized to amend an agreement with Southwestern Community Services Inc., Keene, NH (originally approved by G&C on 5-23-14, item #36), for the provision of Shelter Plus Care Program services to homeless individuals and families, by increasing the price by \$848 from \$266,660 to \$267,508. Effective upon G&C approval through June 30, 2015. **100% Federal Funds.**

#33 Authorized the Bureau of Construction to enter into a contract with B.U.R. Construction LLC, Claremont, NH, for safety improvements and reconstruction of approximately 1,000 feet of NH Route 63 along Spofford Lake in Chesterfield, on the basis of a single bid of \$341,978. (2) Further Authorized a contingency in the amount of \$34,197.80 for payment of latent conditions, which may appear during the construction of the project. Effective upon G&C approval through June 12, 2015. **100% Federal Funds.**

#34 Authorized the Bureau of Aeronautics to provide funding to the City of Keene, NH, to conduct an airport master plan study at the Dillant-Hopkins Airport in Keene, NH, in the amount of \$232,750. Effective upon G&C approval through September 30, 2018. **94.74% Federal, 5.26% General Funds.**

#117 Authorized the Division of Homeland Security and Emergency Management to enter into a grant agreement with the Town of Marlow, for a total amount of \$123,093.75 for implementation of projects identified through the evaluation of natural hazards. Effective upon G&C approval through January 9, 2016. **100% Federal Funds.**

3. DETAIL: STRAFFORD COUNTY

#7 Authorized to award a grant to the County of Grafton, Haverhill, NH, in the amount of \$499,934 for the purpose of assisting five organizations to provide microenterprise training and technical assistance activities. Effective September 3, 2014 through June 30, 2015. **100% Federal Funds.**

#28 Authorized the Bureau of Environment to pay the Department of Environmental Services Aquatic Resource Mitigation Fund \$351,895.87 for impacts to the Piscataqua River, North Mill Road, associated tidal wetlands and tidal buffer zones, and an isolated fresh water wetland. Effective upon G&C approval through June 30, 2015. **100% Federal Funds.**

#46 Authorized the Division of Arts to award a Public Value Partnership Grant in the amount of \$13,000 to the Children's Museum of NH, to strengthen their capacity for affordable diverse arts programs to NH residents and visitors. Effective upon G&C approval through June 30, 2015. **100% General Funds.**

#85 Authorized to accept and expend \$79,284 from the National Oceanic and Atmospheric Administration for implementation of the 2014 Project Special Merit: Soak Up the Rain Great Bay. Effective upon G&C approval through March 31, 2016. **100% Federal Funds.**

#90 Authorized to award an Asset Management grant to the City of Dover, NH, in the amount of \$15,000 to improve public water system management. Effective upon G&C approval through May 31, 2015. **100% Federal Funds.**

#92 Authorized to award an Aquatic Resource Mitigation Fund grant to the Strafford Rivers Conservancy, in the amount of \$75,000 to acquire a conservation easement on a parcel of land totaling 82 acres in Farmington. Effective upon G&C approval through December 31, 2015. **100% Aquatic Resource Mitigation Funds.**

#93 Authorized to amend a loan agreement with the City of Rochester, NH, (originally approved by G&C on 9-4-13, item #78), to finance water system improvements, by increasing the amount by \$250,000 from \$1,820,000 to \$2,070,000. Effective upon G&C approval. **100% Drinking Water State Revolving Loan Fund Repayment Funds.**

#106 Authorized the Division of Homeland Security and Emergency Management to amend a grant agreement with the Strafford Regional Planning Commission, (originally approved by G&C on 1-25-12, item #86), to complete the hazard mitigation plans for the Town of Madbury, by extending the completion date from September 18, 2014 until September 17, 2015. **100% Federal Funds.**

4. STATEWIDE PROJECTS AND POLICIES

#12 Authorized to amend an agreement with Magellan Medicaid Administration Inc., Glen Allen, VA, (originally approved by G&C on 6-9-10, item #82), to manage pharmacy benefits for the Medicaid Program, by increasing the price by \$52,500 from \$16,187,203 to \$16,239,703. Effective upon G&C approval through December 31, 2015. **25% General, 75% Federal Funds.**

#20 Authorized to enter into an agreement with the Foundation for Healthy Communities, Concord, NH, to assist Critical Access Hospitals to improve quality of care for Medicare beneficiaries, in an amount not to exceed \$279,000. Effective upon G&C approval through August 31, 2015. **100% Federal Funds.**

#17 (Tabled on August 5, 2014) **REMOVED FROM THE TABLE AND PASSED**: Authorized the Bureau of Rail & Transit to enter into an operating agreement with the Milford-Bennington Railroad Co., Milford, NH, to provide freight service on the state-owned line. Effective upon G&C approval through December 31, 2033. **100% Agency Income.**

5. DETAIL: APPOINTMENTS AND NOMINATIONS

(* = District 2 Resident)

Director of Procurement and Support Services at the Department of Administrative Services

Lisa M. Pollard, Somersworth, NH*

State Committee on Aging

Russell A. Armstrong, Peterborough, NH

Board of Licensing for Alcohol and Other Drug Use Professionals

Serene M. Eastman, Gilford, NH

Kelly M. Reardon, Raymond, NH

Boxing and Wrestling Commission

Robert A. Stephen, Manchester, NH

Connecticut Lakes Headwaters Citizens Committee

Harry C. Brown, Stewartstown, NH

Connecticut River Valley Resource Commission

Richard M. Sanders, Monroe, NH

Assistant Commissioner of the Department of Corrections

Helen E. Hanks, Lochmere, NH

Board of Professional Engineers

Chris R. Mulleavey, Concord, NH*

Board of Fire Control

Allan R. Clark, Sugar Hill, NH

Fire Standards and Training Commission

Peter J. Lennon, Manchester, NH

Health Services Planning and Review Board

Debra S. Grabowski, Raymond, NH

Juvenile Parole Board

Donald R. Nary, Dover, NH*

Board of Landscape Architects

Greg M. Grigsby, Grantham, NH

Director of Enforcement and Licensing at the Liquor Commission

James M. Wilson, Pittsfield, NH

Board of Optometry

Susan Haskell, Dover, NH*

Real Estate Appraisers Board

Charles F. Schubert, Gilford, NH

Director of the Division of Forests and Lands at the Department of Resources and Economic Development

Brad W. Simpkins, Hopkinton, NH*

Confirmed by the Council:

Governor's Commission on Alcohol and Drug Abuse Prevention, Treatment and Recovery

Rebecca Ewing, Hopkinton, NH*

Stephanie A. Savard, Derry, NH

Health and Education Facilities Authority

Todd C. Emmons, New London, NH

Board of Home Inspectors

Wayne H. Moore, Epsom, NH

Joint Promotional Program Screening Committee

Cynthia Foster, Glen, NH

Land and Community Heritage Authority

William Norton, Concord, NH*

Board of Land Surveyors

William J. Doucet, Newmarket, NH

Racing and Charitable Gaming Commission

Lynn M. Presby, Freedom

Retirement System Board of Trustees

Germano M. Martins, Hooksett, NH

Director of the Division of Aeronautics, Rail and Transit at the Department of Transportation

Patrick C. Herlihy, Contoocook, NH*

Waste Management Council

Philip D'Avanza, Goffstown, NH

###





Bonenfant, Janice

From: colinvo=vanostern.com@mail.salsalabs.net on behalf of Colin Van Ostern
<colinvo@vanostern.com>
Sent: Thursday, September 25, 2014 6:00 PM
To: * City Clerk
Subject: EC Report: Heating aid & new contract thresholds

120

Friends,

Last week's Governor & Council meeting saw consideration of several large contracts: We ok'd programs to execute our annual federally-funded support for low-income heating assistance (\$32MM); weatherization programs (\$1MM), and \$50k in state-funded energy assistance for seniors, all of which are flat-funded to last year's levels. We also tabled a vote (delayed until next meeting) on facilitating \$54MM in bonds for Pennichuck Water Works until we were supplied financial statement projections we could review.

Also last week, the Council voted to raise the threshold for which contracts will require Governor & Council review, to move the smallest 15% of contracts (which represent less than 0.2% of all funds we review) from requiring typical G&C meeting approval to instead undergoing a quarterly post-contract review. This move will save thousands of hours of work and prevent contract delays every year. The new thresholds (above which contracts still require traditional G&C review) are: \$2,500 for meeting expenses and annual memberships; \$10,000 for hourly service contracts; and \$25,000 for other business contracts.

The Council also voted to approve:

IN CENTRAL NH: Parental visitation facilitation by the Merrimack Co Visitation Center in Boscawen; low-income fuel assistance, weatherization help, and senior energy aid via the Belknap-Merrimack Co Community Action Program (flat funded to last year); a new foundation for the equipment barn at the State Forest Nursery in Boscawen; aid to update local hazard planning in the town of Washington; and building renovation in Concord and cooling/HVAC repair at the state office complex on Hazen Dr in Concord.

IN MONADNOCK & WESTERN NH: Low-income fuel assistance, weatherization help, and senior energy aid via the Southwestern Community Services (flat funded to last year); \$25k conservation grant for the Lower Watern Brook stream restoration in Alstead; and six household hazardous waste collection sites.

IN STRAFFORD CO: Low-income fuel assistance, weatherization help, and senior energy aid via Community Action Partnership of Strafford Co (flat funded to last year); waterfront work on Little Bay in Dover; and Somersworth Field Maintenance Shop construction.

STATEWIDE: Continued service to families of NH National Guard, Reserve, and active duty soldiers to help with deployment support; tabled a financing request to facilitate \$54 MM in bonds for Pennichuck Water Works to support maintenance and capitol improvements; and NH agriculture tourism marketing for the state.

APPOINTMENTS: Full list below. The Governor nominated three judges (hearings Mon 9/29 at 3, 4 & 5pm in Concord and two public members of the newly reformed Site Evaluation Committee for new energy projects, as well as various other positions. Also, the nomination of Liquor Commission Marketing & Warehousing Director Rick Gerrish remained on the table for a vote at a future meeting.

The next meeting is on Wednesday, October 1 in Manchester, NH. If you have any questions, please don't hesitate to let me know via email at cvanostern@nh.gov or by calling me at (603) 290-5848.

Sincerely,

Colin

Executive Councilor, District 2

LINK TO FULL 9/17 AGENDA

(or follow the links below for documentation of each item)

1. DETAIL: CENTRAL NH

#7 Authorized to enter into an agreement with Merrimack County Visitation Center, Boscawen, NH, for the provision of access and visitation services for parents with a minor child in an amount not to exceed \$30,000. Effective October 1, 2014 or upon G&C approval, whichever is later, through September 30, 2015. **100% Federal Funds.**

#25 Authorized to enter into a **sole source** contract with Community Action Program Belknap-Merrimack Counties Inc., Concord, NH, for the Fuel Assistance Program, in the amount of \$5,032,769. (2) Further Authorized to advance \$498,086. Effective October 1, 2014 through September 30, 2015. **100% Federal Funds.**

#34 Authorized to enter into a **retroactive sole source** contract with Community Action Program Belknap-Merrimack Counties Inc., Concord, NH, for the Federal Weatherization Assistance Program, in the amount of \$162,600.23. (2) Further Authorized to advance \$45,114.75. Effective July 1, 2014 through March 31, 2015. **100% Federal Funds.**

#36 Authorized to enter into a **sole source** contract with Community Action Program Belknap-Merrimack Counties Inc., Concord, NH, for the Senior Energy Assistance Services Program, in the amount of \$7,841. Effective October 1, 2014 through June 30, 2015. **100% Other Funds (NH DHHS).**

#53 Authorized the Division of Forests and Lands to enter into a contract with Kruger Trucking LLC, Pembroke, NH, for a New Foundation for a New Equipment Barn at the State Forest Nursery in Boscawen, in the amount of \$34,909. Effective upon G&C approval through October 17, 2014. **98% Agency Income, 1.3% Inter-Agency Transfers.**

#74 Authorized the Division of Homeland Security and Emergency Management to enter into a grant agreement with the Upper Valley Lake Sunapee Regional Planning Commission to provide technical to the Towns of

Newport and Washington for updating their local hazard mitigation plans, for a total amount of \$13,500. Effective upon G&C approval through January 9, 2016. **100% Federal Funds.**

#85 Authorized the Bureau of Public Works Design and Construction to enter into a contract with Turnstone Corp., Milford, NH, for the cooling Tower Replacement and HVAC Upgrades – 7 & 29 Hazen Drive, Concord, for a total price not to exceed \$803,800. Effective upon G&C approval through February 27, 2015. **84% General Capital, 16% Transfer Funds.** (2) Further Authorized the amount of \$2,570 for payment to the Department of Administrative Services, Bureau of Public Works Design and Construction, for engineering services provided, bringing the total to \$806,370. **100% Transfer Funds.**

#90 Authorized the Bureau of Public Works Design and Construction to enter into a contract with Schroeder Construction Management, Nashua, NH, for the Combined Support Maintenance Shop – Building H Renovations Project, Concord, NH, for a total price not to exceed \$726,350. (2) Further Authorized a contingency in the amount of \$45,000 for unanticipated structural expenses and owner initiated changes, bringing the total to \$771,350. (3) Further Authorized the amount of \$30,000 for payment to the Department of Administrative Services, Bureau of Public Works Design and Construction, for engineering services provided, bringing the total to \$801,350. Effective upon G&C approval through April 30, 2015. **100% Federal Funds.**

2. DETAIL: MONADNOCK REGION

#16 Authorized the Bureau of Right of Way to pay property owners \$195,100 as documented in the Contemplated Awards List for amounts greater than \$5,000 for the period extending from August 12, 2014 through August 25, 2015.

#27 Authorized to enter into a **sole source** contract with Southwestern Community Services Inc., Keene, NH, for the Fuel Assistance Program, in the amount of \$3,822,218. (2) Further Authorized to advance \$378,418. Effective October 1, 2014 through September 30, 2015. **100% Federal Funds.**

#31 Authorized to enter into a **retroactive sole source** contract with Southwestern Community Services Inc., Keene, NH, for the Federal Weatherization Assistance Program, in the amount of \$133,401.47. (2) Further Authorized to advance \$36,555.34. Effective July 1, 2014 through March 31, 2015. **100% Federal Funds.**

#35 Authorized to enter into a **sole source** contract with Southwestern Community Services Inc., Keene, NH, for the Senior Energy Assistance Services Program, in the amount of \$5,408. Effective October 1, 2014 through June 30, 2015. **100% Other Funds (NH DHHS).**

#48 Authorized the State Conservation Committee to enter into a grant with The Town of Alstead, NH, in the amount of \$25,000 for the *Lower Warren Brook Stream Restoration Project*, in the Town of Alstead, Cheshire County. Effective upon G&C approval through April 30, 2016. **100% Other Funds – State Conservation Committee.**

#58 Authorized to enter into **retroactive** grant agreements with the six entities as detailed in letter dated August 28, 2014, totaling \$90,129 to fund Household Hazardous Waste collection projects. Effective July 1, 2014 through June 30, 2015. **100% Hazardous Waste Funds.**

3. DETAIL: STRAFFORD COUNTY

#29 Authorized to enter into a **sole source** contract with Community Action Partnership of Strafford County, Dover, NH, for the Fuel Assistance Program, in the amount of \$3,046,583. (2) Further Authorized to advance \$301,230. Effective October 1, 2014 through September 30, 2015. **100% Federal Funds.**

#33 Authorized to enter into a **retroactive sole source** contract with Community Action Partnership of Strafford County, Dover, NH, for the Federal Weatherization Assistance Program, in the amount of \$97,919.39. (2) Further Authorized to advance \$26,154.02. Effective July 1, 2014 through March 31, 2015. **100% Federal Funds.**

#39 Authorized to enter into a **sole source** contract with Community Action Partnership of Strafford County, Dover, NH, for the Senior Energy Assistance Services Program, in the amount of \$2,519.76. Effective October 1, 2014 through June 30, 2015. **100% Other Funds (NH DHHS).**

#61 Authorized John Fritz's request for ownership change and request to perform work on Little Bay, Dover.

#91 Authorized the Bureau of Public Works Design and Construction to enter into a contract with Careno Construction Co LLC, Portsmouth, NH, for the Somersworth Field Maintenance Shop, Somersworth, NH, for a total price not to exceed \$1,104,500. (2) Further Authorized a contingency in the amount of \$35,000 for unanticipated structural expenses and owner initiated changes, bringing the total to \$1,139,500. (3) Further Authorized the amount of \$45,000 for payment to the Department of Administrative Services, Bureau of Public Works Design and Construction, for engineering services provided, bringing the total to \$1,184,500. Effective upon G&C approval through May 31, 2015. **100% Federal Funds.**

4. STATEWIDE PROJECTS AND POLICIES

#C. Authorized to amend an agreement with Easter Seals NH Inc., Manchester, NH (originally approved by G&C on 3-24-10, item #88), to continue managing the statewide Deployment Cycle Support Program that provides support services to NH National Guard, Reserves and Active Duty service members, who are deployed or returning from combat, and their families by adjusting certain budget line items for SFY 2014 & SFY 2015 in order to meet specific needs. Effective upon G&C approval through the original end date of September 30, 2014. No Additional Funding. **100% Other Funds.**

#6 **TABLED** to hold a **Public Hearing** with respect to the financing and refinancing of industrial water facilities by the Business Finance Authority for Pennichuck Water Works, Inc. at various locations within the State of New Hampshire. Action will Authorized a Resolution under RSA 162-I:9 to determine the financing will serve a public use, provide public benefit and is within the policy and authority of the Act.

#46 Authorized to enter into a memorandum of understanding with the NH Department of Resources and Economic Development, Division of Travel and Tourism Development, to continue a marketing project uniting NH agriculture with tourism marketing for the State, in the amount of \$70,575. Effective upon G&C approval

through June 30, 2015. **96% Federal – Specialty Crop Block Grant, 4% Other – UNH Risk Management Grant Funds.**

5. DETAIL: APPOINTMENTS AND NOMINATIONS

*(* = District 2 Resident)*

New Nominations by Governor Hassan:

Superior Court Judge

Amy L. Ignatius, Concord, NH (resides in Concord)*

Andrew R. Schulman, Manchester, NH (resides in Bedford)

Circuit Court Judge

Suzanne M. Gorman, Concord, NH (resides in Goffstown)

Site Evaluation Committee

Amanda A. Merrill, Durham, NH*

Bob Odell, New London, NH

Board of Licensure of Interpreters for the Deaf and Hard of Hearing

Cathy L. Minch, Newmarket, NH

Enhanced 911 Commission

Karen Mead, Bedford, NH

Board of Professional Geologists

Paul L. Rydel, Concord, NH*

Manufactured Housing Installation Standards Board

Kenneth R. Burgess, Hooksett, NH

Mechanical Licensing Board

Omer Beaudoin, Manchester, NH

Pease Development Authority

Arthur H. Nickless, Rochester, NH*

Pharmacy Board

Gary Merchant, Claremont, NH

Real Estate Commission

Daniel S. Jones, North Conway

New Hampshire Retirement System Board of Trustees

Tonya J. Angwin, Manchester, NH

Speech-Language Pathology Governing Board

Maureen W. Heckman, Gilford, NH

Confirmed by the Council:

Director of Procurement and Support Services at the Department of Administrative Services

Lisa M. Pollard, Somersworth, NH*

State Committee on Aging

Russell A. Armstrong, Peterborough, NH

Board of Licensing for Alcohol and Other Drug Use Professionals

Serene M. Eastman, Gilford, NH

Kelly M. Reardon, Raymond, NH

Boxing and Wrestling Commission

Robert A. Stephen, Manchester, NH

Connecticut Lakes Headwaters Citizens Committee

Harry C. Brown, Stewartstown, NH

Connecticut River Valley Resource Commission

Richard M. Sanders, Monroe, NH

Assistant Commissioner of the Department of Corrections

Helen E. Hanks, Lochmere, NH

Board of Professional Engineers

Chris R. Mulleavey, Concord, NH*

Board of Fire Control

Allan R. Clark, Sugar Hill, NH

Fire Standards and Training Commission

Peter J. Lennon, Manchester, NH

Health Services Planning and Review Board

Debra S. Grabowski, Raymond, NH

Juvenile Parole Board

Donald R. Nary, Dover, NH*

Board of Landscape Architects

Greg M. Grigsby, Grantham, NH

Director of Enforcement and Licensing at the Liquor Commission

James M. Wilson, Pittsfield, NH

Board of Optometry

Susan Haskell, Dover, NH*

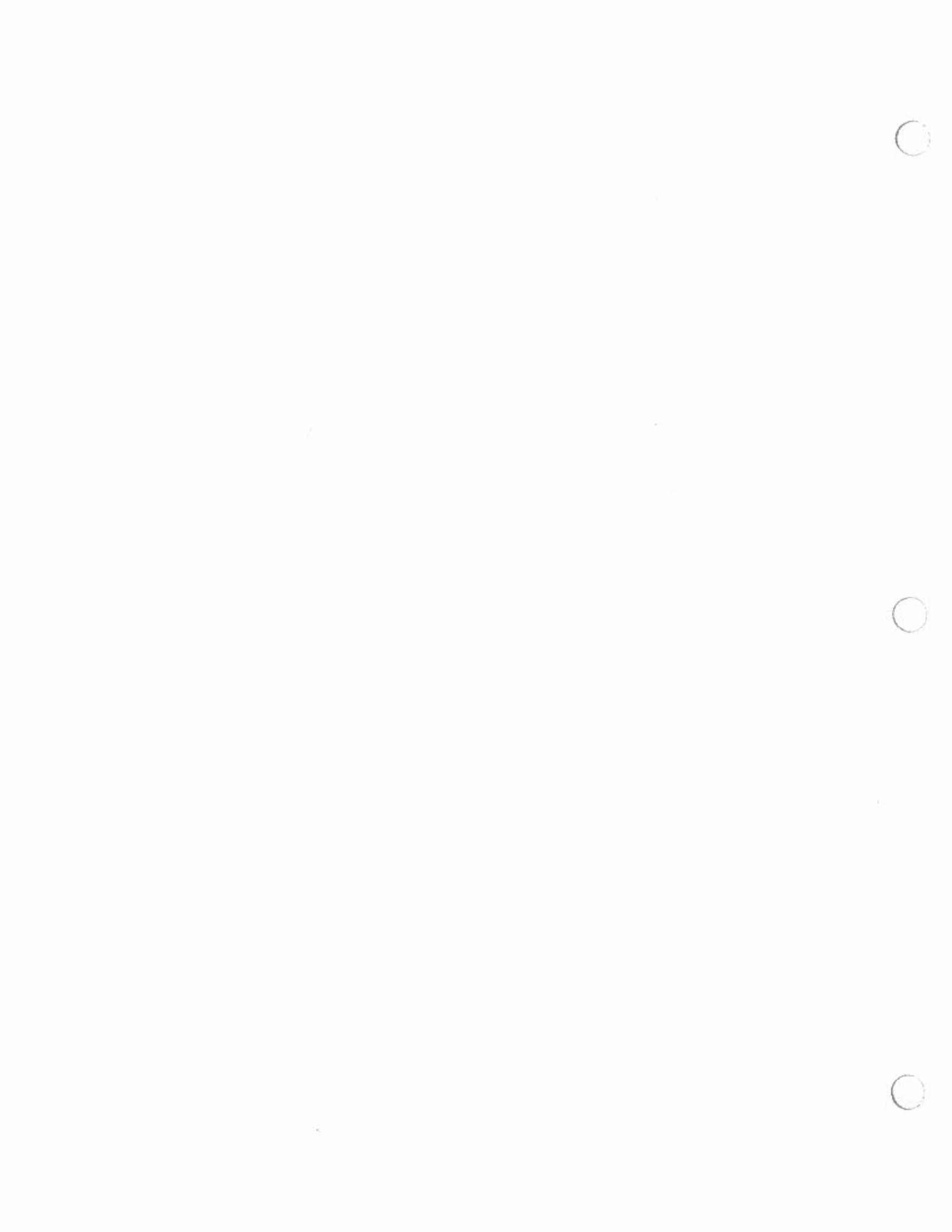
Real Estate Appraisers Board

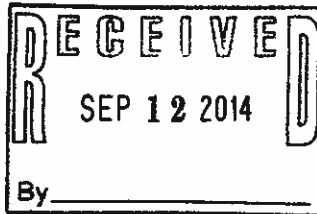
Charles F. Schubert, Gilford, NH

Director of the Division of Forests and Lands at the Department of Resources and Economic Development

Brad W. Simpkins, Hopkinton, NH*

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10 Infr

Technology Transfer Center

Kingsbury Hall #W220
33 Academic Way
Durham, NH 03824

V: 603.862.2826 / 800-423-0060 (NH only)

F: 603.862.0620

TTY: 7-7-7 (Relay NH)

www.t2.unh.edu

September 9, 2014

City Council
City of Concord
41 Green Street
Concord, NH 03301

Re: Roads Scholar Program



Dear Sirs and Madams:

It is our pleasure to inform you that Kevin Rowell has achieved the status of **Roads Scholar One**. The T² Center has created the Roads Scholar Program to recognize various achievement levels in our educational program for people who work in public works.

Roads Scholar One is the **first achievement** level of the four levels in the Roads Scholar Program. It is distinguished from the other levels by requiring the completion of 25 contact hours, at the learner's discretion. The typical training session yields five hours of contact, therefore an individual must typically attend **five one-day workshops** to reach the level Kevin has completed.

On behalf of the Technology Transfer Center, I am pleased to notify you of the extra effort and commitment that Kevin has demonstrated in order to achieve this status. He deserves to be congratulated for his persistence and drive to maintain a leading edge in the field of local road maintenance and construction.

Sincerely,

Amy Begnoche
Training Coordinator

/acb

cc: Kevin Rowell

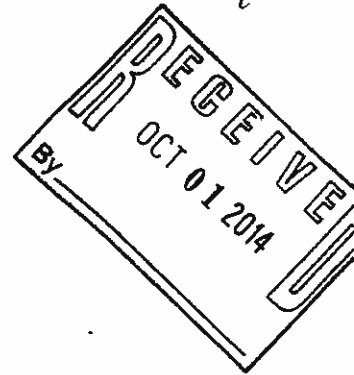
The UNH Technology Transfer Center is sponsored by the Federal Highway Administration and the New Hampshire Department of Transportation. One of the missions of the Technology Transfer Center is to provide educational support for the people who build and maintain the nation's infrastructure.





10 Inf 8

1/20



September 30, 2014

Dear Municipal and School Officials,

Our annual meeting this year will be held on December 16, 2014. At this meeting, our member groups will be electing our 2015 Board of Directors. While the current Board members are eligible to serve again, they must run against anyone else who is interested.

The PLT Board is critical to the function of the organization. The Board members work hard to make sure the products and services Members value are available. They bring sound business strategy and financial management to the table. It is very important to PLT, Inc. that we have a strong mix of talent and representation nominated to these positions and that those who serve will actively work on behalf of the organization.

The Board shall be comprised of not less than nine (9) and not more than thirteen (13) Directors. The positions on the Board are divided as follows:

- Not less than four (4) and not more than seven (7) Municipal Officials
- Not less than four (4) and not more than seven (7) School Officials

A majority of the Board members must be comprised of participating PLT Members.

If you would like to serve on the Board, please complete the application accompanying this letter. Also enclosed for your information is our Board expectation information and commitment letter. If you feel someone else you know would be a good candidate, please share this information with them. Information about Board service and qualifications is also available on our website at www.pltnh.org. Nominations must be submitted by October 31, 2014.

Thank you for your thoughtful consideration,

A handwritten signature in black ink, appearing to read "Dennis Pavlicek", written over a horizontal line.

Dennis Pavlicek, Chairman
Property-Liability Trust, Inc. Board of Directors

Enclosures





**Expectations of Serving on the
Property-Liability Trust, Inc. (PLT) Board of Directors**

- ☐ All Board members are required to sign the Board Commitment letter as part of their promise to operate in a transparent, cooperative and thoughtful manner on behalf of all Members. It commits the Board member to follow all legal and ethical guidelines.
- ☐ Official Board meetings typically occur once a month. Board members are expected to attend all official meetings. Full Board participation is very important. Repeated absences cause difficulties in consistent communications and understanding of issues.
- ☐ There are occasional unscheduled meetings. These are meetings where information is shared, input is needed or a vote must be taken on an important issue for PLT within a pressing timeframe.
- ☐ Subcommittees of the Board meet on an as-needed basis at a time and place convenient for those particular members.
- ☐ Currently, Board meetings have been held on weekdays. It is the Board's decision as to when and what time the meetings will occur. Evenings and weekends are amenable if the majority of the Board wishes to hold them at those times. Board meetings are typically about three hours in length, but occasionally can be shorter or longer.
- ☐ Board members need to commit time outside of Board meetings for attending public meetings, reviewing key documents and regular outreach with Members.
- ☐ Board meetings are open to the public – members and non-members may attend. Meetings may be videotaped. The Board is permitted and does occasionally go into non-public sessions for limited reasons, such as personnel or to discuss legal issues with its attorney.
- ☐ The Board is typically joined by representatives from staff including but not limited to the Executive Director, Department Managers, and the ED's assistant. Staff participates only if recognized by the Board Chair. Staff recognizes the need occasionally for Board communication apart from staff and will leave the meeting when such a request is made. PLT's General Counsel typically attends Board meetings as well.
- ☐ Board members are indemnified against legal actions brought by others pertaining to service on the Board. The PLT bylaws provide for Board member indemnification. PLT also purchases Directors and Officers insurance to protect the Board from any personal liability.
- ☐ PLT has term limits for its Board members. A Board member may only serve three consecutive three-year terms.
- ☐ Board members need to remain objective and Independent in their thinking in order to bring an outside perspective and make decisions in the best interest of the organization.



**My Commitment to Member Groups of
Property-Liability Trust, Inc.**

As a member of the Board of Directors for Property-Liability Trust, Inc. I commit to do my absolute best in governing this entity with the members' best interests as my primary focus. I will do this to ensure that Property-Liability Trust delivers outstanding products and services that meet your needs and exceed your expectations.

Property-Liability Trust Mission Statement:

To provide high quality, affordable property liability, workers' compensation and unemployment coverages to public employers in New Hampshire by pooling their risk and stabilizing costs through a commitment to loss prevention and risk management training.

As a member of the Board of Directors, I will accomplish my Mission by:

- Remaining objective and independent in my thinking
- Obtaining highly qualified internal leadership and holding them accountable for all aspects of operations
- Utilizing highly qualified, independent, external experts for specialized work, such as our actuaries and auditors
- Communicating transparently
- Seeking stable and sustainable products while acting fiscally responsible
- Embracing my legal and ethical responsibilities in both the letter and spirit of the law

Signature

Name/Title

Town/School/County

Board Member Since

Date



Application for Property-Liability Trust, Inc. Board

Name: _____
Address: _____
Phone: _____
E-mail: _____
Education: _____

Employment:

Current
Employment/Elected
Position: _____

Summary of Relevant Experience:

(Resumes may be attached)

Affiliations:

Membership or affiliations with other organizations (please specify any leadership positions you currently hold):

Current elected or appointed political positions at State or local level:

Please check the following as they pertain to you:

I am an elected or appointed official representing:

- ☐ Municipals
- ☐ Schools
- ☐ County

I am interested in serving:

- ☐ 1 year term
- ☐ 2 year term
- ☐ 3 year term
- ☐ Any length term

I am from a:

- ☐ Participating PLT member
- ☐ Non-participating PLT member

Why do you want to serve on PLT Board?

What skills, talents or experience do you feel that you would bring to the Board?

Additional thoughts or comments for consideration by Nominating Committee:

Send to the attention of:

Wendy Lee Parker, Executive Director
Property-Liability Trust, Inc.
P.O. Box 2008
25 Triangle Park Drive
Concord, NH 03302-2008

Email: wparker@pltnh.org
Fax: 603.226.2322

Applications must be delivered to PLT by October 31, 2014

September 9, 2014

To: Janice Bonenfont
Concord City Clerk
41 Green Street
Concord, NH 03301

From: Wendy Richards; President
The Contoocook River Improvement Society (CRIS)
22 Broad Cove Road
Concord, NH 03303



Dear Ms. Bonenfont,

I am writing on behalf of the Contoocook River Improvement Society (CRIS) to follow up on the decision made at the August Concord Conservation Commission meeting to post "No Parking - Sunset to Sunrise" signage at the Jim Hill River Walk trail head parking lot & the two trail head parking lots on Horse Hill Road.

At this meeting we also requested permanent metal signage posting Concord Conservation Land Regulations with separate signage posting "No Fires" and "Carry In/Carry Out" at Jim Hill trail head on Runnels Road and at the popular beach & picnic area on the Contoocook River known as "Daisy Beach".

CRIS has over a 100 year history of caring for and maintaining this beautiful river area for all area residents to enjoy. The 2014 summer season has generated some serious concerns about the increase in what we believe to be under age drinking at the beach site, the trash left at the beach area, along the trail area and in the river. Based on our observations of the alcohol containers left behind, we also fear the worst as vehicles leave the area and travel down Runnels Road and onto roadways leading into and around Concord not to mention possible accidental drowning.

We believe the periodic patrols by the Concord Police along Runnels Road to the trailhead parking area has been effective in helping to curtail many of the negative issues witnessed this season. Limiting night time parking and posting the regulations in the areas suggested will also be very effective assisting with the reduction of parties & noise for the residents in the area.

The CRIS membership feels strongly that a small investment in appropriate signage, properly posted, plus continued periodic police patrols would promote a clear understanding of the rules and expectations for visitors, and hopefully result in a cleaner, safer family recreational site for all to enjoy all seasons of the year. With Becky Hebert leaving the City's employment, we would like to ask for these issues to be brought up at the City Council's meeting and be added to their "Consent Agenda" to help ensure follow through of our concerns.

Your consideration with this matter would be much appreciated.

Sincerely,

Wendy Richards
President, Contoocook River Improvement Society
e-mail address: riverlady2275@hotmail.com



From: Allan Herschlag <allan4council@gmail.com>
Sent: Wednesday, October 01, 2014 10:31 AM
To: Bonenfant, Janice
Subject: Fwd: The Loudon Road Project

TJA

Janice,

I received this message from Chip Nadeau, can it be placed on this months agenda on citizens communications? I am also pasting his message to make it easier to read. The original message is found below.
Thanks - Allan Herschlag

Earlier this year members of the city council voted to reduce the travel lanes from 4 to 2, create a turning lane, widen the 2 travel lanes and create a 6' bicycle lane on Loudon Road. These suggestions were all based on the comments made by an engineer who felt that these changes would reduce the 100 accidents that occur on Loudon Road each year. He stated the turning lane worked on Manchester Street.

The engineer presented no factual evidence to support that a turning lane and reducing the number of travel lanes would reduce the number of traffic accidents yet no one asked a single question as to just how this engineer came up with this solution.

Here are the facts:

On Loudon road we have :

Park View Apartments

Morning Star Apartments

Cantabury Meadows housing development

Alton Woods housing development

Woodcrest Heights housing development

A state office park

A mall

Hundreds of commercial business

On Manchester street:

A a trailer park

A few large car dealerships

A few dozen smaller businesses.

Questions the engineer did not answer

1. Where did 100 accidents occur? Anecdotal evidence suggests that most of the accidents happen at the intersection of Loudon Road and Fort Eddy Road Not on the Heights section of Loudon Road.
2. What were the causes of the accidents? Were drivers distracted by kids or pets in their car, were they on the phone or texting, did they misjudge distances between cars when trying to pull out of a business to join the traffic, were they grabbing their just purchased drink or donut or just otherwise distracted? A turning lane would not prevent an accident as a result of any of these actions.
3. The engineer says we got to widen the travel lanes. How is this going to be accomplished with the addition of a turning lane and a new bike lane?

New business have increased the congestion and traffic on Loudon Road more than any other part of the city in the last 5 years. Traveling on Loudon Road during the holiday season, from November through December, is horrendous. The number of businesses residents and commuters that will be affected by the proposed changes simply does not compare to Manchester Street. Loudon Road will simply become a parking lot.

This project must be delayed until such time as a traffic study can be conducted to determine just where the accidents are occurring and what the causes are before a solution is offered before the problem is identified. This proposal will impact the thousands of us who live , work and commute to the Heights area daily.

Thank you for your consideration. I look forward to your reply.

Begin forwarded message:

From: chip nadeau <chipnadeau@icloud.com>
Subject: The Loudon Road Project
Date: October 1, 2014 at 8:40:30 AM EDT
To: allan4council@gmail.com

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